



Business Development Coordinator

RDK Engineers, a leading MEP specialty firm, was established in 1897 and serves the building and construction industry with innovative consulting engineering services. Areas of specialty include HVAC, plumbing, telecommunications, fire protection and electrical engineering services. We design cost effective and manageable building systems, while maintaining a challenging and rewarding work environment for our employees. RDK Engineers is headquartered in Andover, Massachusetts.

We are currently recruiting a Business Development Coordinator to respond to our growing business/project needs in Durham, NC.

Job Description/Requirements:

- Responsible for the development of new business opportunities for the Raleigh/ Durham area.
- Work with the Director of Marketing and Business Development and Co-group leaders to determine, plan and organize appropriate attendance at industry events and initiate contact with potential new clients.
- Determine best way to develop, track and follow up on leads and provide weekly status report.
- Follow up on any leads provided.
- Research potential projects and procure teaming for such projects.
- Work with the Marketing Coordinator to ensure that appropriate qualifications packages are submitted in response to newly developed opportunities.

Required Education and Skills:

- Degree in Marketing or related field and at least 5 years previous experience in a Marketing or Business Development role within the Architectural / Engineering industry; experience working in Higher Education, Healthcare and/ or Biotech fields a plus.
- Must have an established business network within the AEC field and NC market.
- Strong knowledge of computer use and current office technologies. Must be proficient in MS Office and Deltek CRM/vision.
- Must be organized and detail oriented and good execution skills
- Must possess strong verbal and written communication skills
- Must have a valid driver's license.
- Candidate must not be working for a competing firm while employed with RDK.

Physical Requirements:

- Must be able to work at a computer station and operate keyboard and mouse. Must be able to operate a computer proficiently and operate various business machines including scanner, photocopier, typewriter, facsimile machine, gbc binding machine and desktop calculator.

Apply online at: www.rdkengineers.com

EOE M/F/D/V