
Marketing Specialist

DESCRIPTION OF THE POSITION:

The Marketing Specialist will provide assistance and production for proposals, interviews and presentations. Additional duties will be to produce internal marketing materials, maintain marketing documents and curate content for social media and other communications channels.

RESPONSIBILITIES:

General Duties

- Compiles information and maintains specific marketing documents.
- Provides graphic design support for all marketing efforts.

Specific Duties:

- Assists in the execution of design and assembly for brochures, proposals, presentations and other marketing materials as appropriate to support the Marketing and Graphics Managers and may work independently.
- Organizes and updates master and custom resumes of all pertinent staff.
- Collects data, creates and updates project fact sheets.
- Assists in the update and maintenance of firm website.
- Supports office needs for assistance in responding to requests for marketing materials.

Reporting Role:

- Reports to Marketing and Graphics Managers. Works closely with Principals, Business Development Manager, Project Managers and Director of Corporate Development.

QUALIFICATIONS:

Education:

- Bachelor of Arts/Science degree preferable in Marketing, Communications, Public Relations or related field.

Years of Experience:

- Two years related experience preferred or highly relevant education qualifications.

Computer Skills:

- Highly proficient in Adobe Creative Suite: InDesign, Photoshop, Illustrator.
- Deltak/Vision knowledge a plus.
- Proficient in Microsoft Office including PowerPoint, Word, Excel, and Outlook.

Other Requirements:

- Strong writing and graphic design skills
 - Team Player
 - Strong organizational, interpersonal and written communication skills
 - Must be flexible and willing to meet job obligations and firm's commitments, as well as any other activity or task deemed necessary by immediate supervisor or Principals
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