

Marketing Coordinator

Do you like to collaborate with others? Are you looking for a job where you can be engaged in helping guide the direction of the company? Do you like a diverse workplace where new ideas are encouraged? If you answered yes to any of these, we might have the opportunity for you.

EOR has an opening in our Oakdale, MN office. Your number one job is to help bring work in the door by helping our teams and staff. You are the point person bringing all the pieces together to create a winning proposal and other marketing pieces. If you are tenacious, curious, a good writer and communicator, focused on helping customers, deadline conscious, digitally organized, team focused, optimistic, and have a good eye for layout we need you! We offer you a fast-paced environment that will keep you on your toes, fun teammates, and continuous opportunities to learn and try new things, a company with strong values and ethics, and a place that encourages different points of view.

Position Summary:

- Lead all functions related to the production of proposals and other marketing materials: team coordination, layout, research, etc.
- Ability and desire to both lead high level marketing planning and execute initiative details.
- Strategize with marketing team and leaders to carry out marketing plan initiatives.
- Write and proofread business, technical and social media communication.
- Design and layout marketing materials, including proposals, brochures, infographics, presentations, website, and social media content.
- Identify, coordinate, initiate, and document B2B opportunities including speaking engagements and tradeshow, lead generation, and partnerships.
- Maintain and improve marketing systems and procedures.
- Update and maintain database of cover letters, firm bios, project profiles, staff resumes, image library, etc.
- Market for multiple teams while maintaining a corporate brand identity.
- Work with teams to conceptualize, bring together, and carry out ideas.
- Proactively and persistently solicit input from technical staff members across multiple office locations, working with limited reference material and time to develop customized, competitive, responsive, and compliant proposals and presentations.
- On occasion will require flexible hours to meet deadlines

Minimum Qualifications:

- Bachelor's degree required (Marketing, Communication, Business Administration or related) or business-equivalent experience
- Five years of experience in a related position
- Fluent in Microsoft Office Programs (Word, PowerPoint, Excel, Outlook, Sharepoint)
- Proficient in Adobe Creative Cloud/Suite (InDesign, Photoshop)
- Excellent oral and written communication skills
- Strong interpersonal skills with the ability to clearly and effectively present complex information to all levels of employees, management, and clients
- Excellent writing, proofreading, and editing skills required
- Exceptional attention to detail
- Strong organizational skills and client service orientation

- Proactive, resourceful and can easily multi-task against deadlines
- Time management and problem-solving skills

Preferred Qualifications:

- Experience working in an A/E firm.
- Experience with RFP process and proposal production
- Business experience with social media platforms
- Business development experience including: lead generation, networking, and tracking existing and potential client relationships.

Required Submittals:

- Resume
- Portfolio samples demonstrating skills including: business writing, layout, social media, and graphic design.

To Apply:

Qualified candidates should e-mail a letter of interest, résumé (including 3 references with current contact information) and portfolio samples to Susan Nelson (snelson@eorinc.com). Please visit our website at www.eorinc.com for further information on our company, services, and projects.

Closing Date: August 31, 2018

EOR is an Equal Opportunity/Affirmative Action employer.