



richard+bauer

richard + bauer | marketing coordinator

richard + bauer is a nationally recognized design firm with projects spanning the globe. The firm is soon to be 23 years old and growing every day with wonderful clients and employees. We are looking for a person that shares our desire for design excellence and would like to work in a creative studio environment.

We are looking for a marketing coordinator to help us in our endeavor to grow + with the following experience:

- 3-5 years' experience in managing the response process for rfq, rfp and interview prep
- Requires superb writing skills, spelling, proofing and a good eye for graphic design
- Demonstrated expertise in Adobe Creative suite, Microsoft office and importing image files and drawings as required for a proposal, interview boards or a power point
- Demonstrates knowledge in strategic alliance and in strategically setting up our team
- Maintain Website updates, Social Media calendar
- Proven success in setting up + maintaining a schedule for deadlines. This includes managing the collateral requirements with the team
- Maintain an active Press + Media plan.
- Previous experience in the Architecture / Engineering / Construction industry is preferred
- Self-starter – can set your own internal deadlines to meet the demands of a print shop and fed ex.

If you are interested in an exciting career with a national design firm, home based in Phoenix, AZ, please email resume to: info@richard-bauer.com

Note: a detailed job description is available on request.