

Marketer wanted.

Position Description

Kitchell is currently seeking a Marketing Associate/Marketing Coordinator in Phoenix, Arizona. The ideal candidate will manage and coordinate proposal responses, create dynamic visual presentations, and coordinate various marketing/communications projects within a deadline-driven, collaborative environment. The ability to produce high-quality marketing materials using both written and visual communications skills is paramount.

Duties and Responsibilities

- Coordinate and create dynamic proposals, presentations and other marketing communications.
- Work with technical staff to generate compelling, thoughtful and detailed proposal sections and visuals.
- Assist in maintaining promotional item inventory.
- Coordinate company and client events.
- Assist in maintenance of marketing database/files, including organization of project and staff information.
- Develop best-in-class marketing communications, including collateral, presentations, award submittals, articles, electronic and print mailers, etc.
- Perform communication activities such as website updates, internal communications and social media marketing.
- Coordinate specialized consultants (photographers, etc.).
- Establish and maintain collaborative, effective and professional relationships.
- Additional administrative tasks as needed.
- Perform other duties as assigned.

Knowledge and Skills

- Strong writing abilities.
- Brilliant graphic design skills.
- Excellent organizational skills.
- Ability to work and manage projects both independently and collaboratively.
- Effective multitasking to meet deadlines.
- Proficiency with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) and Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Website/social media editing skills a plus.
- Basic understanding of A/E/C industry terminology and procedures.
- Salesforce (CRM) knowledge is a plus.

Education and Experience

Bachelor's Degree in Marketing, Communication, Journalism or related discipline and a minimum of one (1) year of experience in a similar role (A/E/C industry experience preferred).

Work Environment / Physical Requirements

General office environment. Visual and manual dexterity for computer work.

About Kitchell

Kitchell is an employee-owned company with a nearly 70-year history in general contracting, construction management, development, facilities management, engineering, architecture and a myriad of other services within the built environment. Our employee-owners manage projects from main offices in Arizona, California and Texas. We offer an entrepreneurial environment that fosters personal and professional growth with in-house education programs, formal and informal mentoring and cross-training opportunities. We prefer to grow from within, building careers and financial stability through long-term ownership. We are consistently ranked among the top places to work, attributable to our tenured staff and outstanding benefits including profit-sharing, discretionary stock options, incentive bonuses, health and life insurance, health savings accounts (HSA) with wellness incentives, 401(k), college savings plans, business travel assistance and insurance, discounted auto and homeowners insurance, identity theft protection, rewards programs and much more.

Kitchell is an Equal Opportunity/Affirmative Action employer and will consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

Interested?

Contact Michael Schroeder at:

mschroeder@kitchell.com

Or apply online at:

www.kitchell.com/careers



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