



Engineering and Environmental Consultants, Inc. (EEC) is seeking a **Marketing Coordinator** for our office located in **Phoenix, Arizona**. The candidate will be assisting our Marketing Director by creating, maintaining, and updating marketing materials for proposals, qualifications, and other marketing items, such as project profiles, resumes, references and services descriptions.

**Education/Experience Requirements:** Associates Degree or higher in Business or Marketing or comparable experience. Proficient word processing and computer skills. Experience in support of graphic design or advertising preferred. Familiarity with Deltek Vision or another database application. Strong Microsoft Office skills in applications including Word, Excel, PowerPoint, Outlook and Visio; Adobe PhotoShop and InDesign preferred. Strong organizational skills along with excellent oral and written communication ability using English.

**Physical and Other Requirements:** Must be able to operate office equipment, occasionally lift and/or move up to 25 pounds. Must possess a current valid driver's license and have a clean driving record.

Interested applicants please email your resume to: [resumes@eecorp.com](mailto:resumes@eecorp.com)

EEC has provided Civil Engineering and Environmental Services throughout Arizona since 1987. We are an Employee-Owned, Certified Small Business, and recognize that the key to our success is our people.

EEC offers competitive compensation dependent on your skills and experience, a comprehensive benefit program, and career growth opportunities. Our benefit program includes medical, dental, vision and life insurance, paid time off (PTO), 401(k) and Employee Stock Ownership Plan (ESOP).

**EEC is an Equal Opportunity Employer and Drug Free Workplace**