

### **Marketing Coordinator - Job Description**

We are currently seeking resumes from qualified Marketing Coordinators to join our team for our Phoenix, Arizona office. This position primarily coordinates, develops, organizes and produces proposals and marketing materials. These activities may also involve external business development activities, such as supporting conferences, preparation of marketing materials and other tasks as required.

Ideal candidates will have a minimum of 3 years experience (internships included). A/E/C industry a plus. Candidates will possess excellent oral and written communication skills and effective listening skills; enjoy developing creative solutions; are team players ready to support each other; have a vested interest in the success of AZTEC and a passion for the advancement of the A/E/C industry. This position reports directly to the Marketing Director.

#### **Duties:**

- Proposal Coordination - Plan and prepare proposals, qualifications packages and interview presentations for civil engineering pursuits, while ensuring that the various aspects of the marketing deliverables are accurate and delivered in timely manner
- Coordinate resources as needed for proposals and marketing collateral company-wide, which may include graphic design support.
- Other responsibilities include maintaining company data, such as the libraries for resumes and projects and other marketing collateral and company giveaways
- Assist with other specific tasks that support the goals of the Marketing Group at AZTEC, including external business development activities (conferences, meetings, etc).

### **Marketing Coordinator - Required Skills:**

- Minimum Associate's Degree or equivalent to three years of marketing experience (experience in the architectural/engineering industry a plus). Ideal candidates will have a Bachelor's degree in related fields, such as Journalism, Communications, English, Business, a technical/scientific discipline, or related field, from an accredited university.
- Proficiency of MS Office 365 programs
- Proficiency of Adobe programs, including Photoshop, Illustrator and InDesign
- Excellent communication skills, both oral and written are necessary
- Ability to work flexible hours
- Experience working with Project Managers in a team-based environment
- Demonstrated ability to multi-task, organize, and prioritize projects with sensitive deadlines
- Ability to assist with technical writing and editing a plus
- Proposal coordination and/or report preparation knowledge a plus
- Have the ability to establish rapport quickly with others working on the same project
- Be able to promote a positive team environment

### **Working Conditions and Environment:**

Will need the ability to establish rapport quickly with others working on the same project, and be able to promote a positive team environment. A working knowledge of dealing with a diverse population while using tact, diplomacy, and respect.

### **Company Benefits:**

AZTEC offers competitive salaries and a comprehensive benefits package, including medical, dental, life insurance, short and long-term disability, flexible spending accounts, Paid-time-Off, and a 401(k)/Profit Sharing program.

### **Company Overview:**

AZTEC Engineering Group, Inc. (AZTEC) is headquartered in Phoenix, Arizona, and provides diversified technical and consulting services to clients in the United States. AZTEC has offices in California, Colorado, Indiana, Nevada, and Texas. AZTEC is part of the TYPASA Group, an international consulting engineering firm with over 2,600 employees and more than 50 offices worldwide providing multidisciplinary consulting services in the fields of civil engineering, architecture and environment. AZTEC has a diverse culture that focuses on providing rich opportunities for its employees.

AZTEC is an Equal Opportunity Employer committed to affirmative action planning and encourages diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, age, religion, mental or physical disability, sexual orientation, genetic information, veteran or marital status.