

Pearson Engineering Associates, Inc. Marketing and Proposal Coordinator

Pearson Engineering Associates, Inc. (PEA) is a Mechanical, Plumbing, and Electrical Engineering Design firm providing MEP design services to private, municipal, county, state, and federal customers from our Phoenix office since 1969. We are seeking a professional Marketing and Proposal coordinator to join our team. This position will work with our Principal Engineers, Project Managers, and administrative support staff.

The successful candidate will prepare all required content in response to Request for Proposals (RFP) and Requests for Qualifications (RFQ) for private, municipal, county, state, and federal solicitations.

Responsibilities will include:

- Assist Principals and Project Managers with preparation of proposals as requested.
- Provide in-house research for personnel resumes and project information necessary for the completion of SOQ's.
- Prepare miscellaneous marketing materials as requested by potential clients.
- Prepare all requested content, package, and deliver SOQs/RFPs as requested.
- Coordinate subconsultant qualifications as required in preparation of proposals and SOQs.
- Assist administrative staff in organizing and updating marketing materials.
- Assist administrative staff in planning / coordination of company events.

Qualifications:

- Experience in the A/E/C industry (specifically consulting engineering) is preferred.
- 5 years in A/E/C industry for proposal writing and preparation of SOQ for professional services.
- Familiarity with municipal, county, state, and federal procurement websites.
- Experience with preparation of SF330 qualifications.
- Well organized and excellent communication skills.
- Ability to manage and prioritize deadlines.

PEA offers a competitive salary and benefits and is an equal opportunity employer.

Please send resume and salary requirements to: bayersman@peaeng.com

No recruiters / headhunters please.