



POSITION AVAILABLE

## MARKETING MANAGER

Coffman Engineers is seeking a **Marketing Manager** for our Anchorage office. Applicants must have a minimum of three years of experience in marketing. A 4-year degree is required, preferably in Marketing, Public Relations, or Communications. Experience within the Architecture/Engineering/Construction industry is desired, as well as strong writing skills and experience with proposal preparation. We offer an excellent benefits package. Apply online at <http://www.coffman.com/careers/openings.asp>. Because our system allows only one document to be uploaded, please attach your cover letter, resume, and any additional materials as one combined document. **In order to be considered for this position a cover letter is required. Position closes January 31, 2012.**

**Job Description:** Tasks will primarily include the following items:

- Proposals: oversee preparation, production, and submittal of technical proposals & qualifications packages
- Lead tracking: review publications; follow-up on potential leads; track projects
- Marketing databases: data entry and maintenance on corporate and personnel databases, coordination of & with four other offices
- Proofing & editing: work with technical staff to prepare technical documents, general materials, and industry articles for publication
- Marketing resources: catalog, maintain marketing publications & photo libraries
- Department document maintenance: maintain files, logs, distribute information
- Graphic design: oversee design of marketing materials and work with corporate graphic designer
- Staff motivation: sharing of information
- Event coordination: work with staff to coordinate both internal and external company/marketing events
- Management: work with and supervise a Marketing Coordinator

**Additional tasks also include:**

- Community involvement: attend client-related functions and activities; networking and involvement in professional associations
- Presentations: interview prep; possible corporate assistance
- Corporate participation: strategic implementation, maintenance, coordination, and execution of business development and marketing functions in the Alaska office as aligned with and developed as Corporate Marketing goals
- Public Relations: prepare and submit press releases and technical articles; coordinate special events and speaking opportunities

The successful applicant will be a fast learner with a positive attitude; will be a team player; will be a self-starter willing to learn about the engineering industry; and be willing to work with guidance inside and outside of the Anchorage office. Coffman desires someone disciplined with personal time management who is able to multi-task and is eager to learn new things and contribute his/her own ideas. Candidates should be experienced with database programs and graphic software. The successful candidate will be a strong writer and familiar with writing and responding to requests for proposals.

*Coffman Engineers is an equal opportunity employer.*