

Marketing Coordinator

The Balmoral Group, a unique blend of engineering and economics, is seeking a Marketing Coordinator to be an integral member of our Firm who is experienced in collaboration, information gathering, organization, planning, and data management, The Marketing Coordinator will work and collaborate closely with the marketing director, proposal managers, and proposal Team Members to produce high-quality, compliant proposals.



Responsibilities:

- Gather needed data for proposals that are compliant with client requirements.
- Collaborate and execute the creation and editing of branded templates that exhibit high quality.
- Support and create organization charts and other diagrams as needed for proposals.
- Use creativity to prepare document layouts in a visually appealing manner.
- Proofread and edit for format, grammar, style, punctuation, and spelling.
- Support final proposal production, reproduction, binding, and shipping/submittal of document(s)
- Coordinate documents' internal and potentially external flow and review all proposal inputs and outputs with multi-disciplined, multi-office, and multi-firm project Team Members.
- Perform internal personal and project experience research in support of proposal efforts.
- Assist with managing corporate resumes and project descriptions.
- Conduct market research of procurement systems and grant listings for opportunities.
- Support other special projects such as conferences, open houses, and client events.

To Be Successful In This Position, You Will Have:

- Bachelor's degree (Communications, Journalism, Marketing, or Graphic Art preferred) with 1-3 years of proposal-related experience.
- Experience with A/E/C industry marketing environment.
- Excellent professional listening, verbal, and written communication skills.
- Detail-oriented, well-organized, adaptable, and outcome-driven.
- Experience with Adobe Photoshop, Microsoft Word (Styles, tables, and pagination), Adobe Acrobat, MS PowerPoint, and MS Excel.
- Creative thinking with the ability to use data and intuition to form decisions.
- Sensitivity to deadlines with a willingness to work necessary hours to meet them.

Work Environment: Work That Matters

Headquartered in Winter Park, Florida, with offices in Tallahassee, Florida, Seattle, Washington, Sydney, and Queensland, Australia, The Balmoral Group combines engineering design expertise with economics, environmental analysis, and GIS capabilities. The Balmoral Group has a personal, casual work environment with immediate access to decision-makers. Employees receive strong mentoring from principals and director-level engineers, and management actively ensures that staff have exposure and cross-training in diverse projects and tasks.

The Balmoral Group offers a competitive benefits package including competitive pay, sabbatical leave, flexible hours, health insurance (with company paying 90% of the employee's Health Care selection), retirement plan (including 401K with company contributions), paid time off (3 weeks vacations and 8 holidays), paid sick days as needed, paternity/maternity leave, tuition reimbursement, profit sharing, and paid career development (training, professional organization and licensure fees).