

MARKETING COORDINATOR

If you're looking to advance your career in a fun workplace, look no further! Forell/Elmesser Engineers (F/E), a San Francisco award winning structural engineering firm, is currently looking for a Marketing Coordinator to work with the firm's senior leaders to support the firm's overall vision, mission and business goals!

We are looking for a self-motivated individual with strong communication skills, verbal and written, coupled with a passion for marketing and for the A/E/C industry, and a drive to develop and maintain working knowledge of essential technical tools. Candidates must be organized, detail-oriented, able to manage multiple priorities, and maintain quality control in a fast paced, deadline driven and creative working environment. This position offers opportunity for career growth in the Business Development/Marketing Department!

Why work at Forell/Elmesser?

- We are a small firm that feels more like a family, you'll be surrounded by smart people and help our team build creative, sustainable, earthquake friendly structures!
- Management supports your yearly goals and wants to help you advance your career.
- Receive above industry-standard compensation, fiscal yearend bonus and competitive benefits package!
- Bagels, fruit and snacks every week!
- Exciting company culture with events such as holiday celebrations, bike ride gatherings, J.P Morgan Race, Dodgeball, trips to The Exploratorium, and more!

Responsibilities:

- Information Systems Management
- Collateral Materials
- Lead a Weekly Marketing Meeting
- Identify & Track Leads
- Proposals/RFQ Submittals
- Website Management
- Presentations
- Create Content for Social Media updates
- Photography/Image Management
- Award Submittals
- Public Relations

Preferred Qualifications:

- Proficient in commonly used business applications, graphics software, and databases; in particular, Cosential, InDesign, Photoshop, PowerPoint, Bluebeam, Word, Excel.
- Strong graphic skills required for the creative layout of marketing materials.
- Web design skills for updating and monthly maintenance of website.
- Time management skills and demonstrated ability to independently plan, organize and manage multiple tasks, and incorporate quality control measures.

Background Requirements

- Bachelor's Degree
- 3-6 years of marketing experience at an architecture, engineering, or construction firm.

We can't wait to hear from you! Please send your statement of interest and resume to: Carolyn Smith, Director of People Development at marketing@forell.com

Forell/Elmesser Engineers, Inc. is an Equal Opportunity Employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.