

HWA EMPLOYMENT OPPORTUNITY



Marketing Coordinator/Manager

Are you looking for a challenging and flexible work environment with competitive benefits that offers the support and freedom to succeed? HWA GeoSciences Inc. (HWA) is a geotechnical and environmental firm located in Bothell, Washington, seeking a full-time marketing coordinator/manager. A qualified applicant should have at a minimum a Bachelor's degree and experience in the marketing field. They must be able to drive the completion of marketing efforts independently while collaborating with an internal team of principals, project managers, and other staff, ensuring that goals and deadlines are met.

Primary responsibilities include:

- Review local media for leads and advertisements
- Manage marketing materials, including qualification submittals, proposals, website content, brochures, advertising, press releases, etc.
- Maintain resumes, project descriptions, database/information systems, etc.
- Report on planned and executed sales and marketing activities to corporate leadership
- Contribute to company marketing process improvements
- Coordinate with local trade associations, attend trade shows and/or organization meetings
- Coordinate and manage business development efforts and contacts

Secondary responsibilities include:

- Develop client relationships and solicit project opportunities
- Train staff in sales/marketing process and success
- Assist with long range planning and strategies (corporate, marketing, business development, etc.)

HWA is looking for candidates with technical competency in the following areas:

- Proficient in Microsoft Office Suite, Adobe, manipulating graphics, data entry, and reproduction
- Strong written and verbal communication skills
- A/E/C industry experience is preferred

Additional skills, experience, or interest in learning the following are a plus:

- Research, writing, editing, proofreading
- Graphic arts, format/layout/composition
- Lead generation, outside business development

Successful applicants will have similar traits of:

- Initiative, creativity, and leadership
- Able to strategize, brainstorm, etc.
- Organizational, time management, communication, and interpersonal skills
- Able to multi-task in a fast-paced environment with deadlines
- Interested in learning and using new technical skills

HWA offers a challenging, supportive and flexible work environment. We are a relatively small firm, and this position could lead to significant growth opportunities, including corporate ownership, management role, etc. for the right person. HWA is employee-owned and is an Equal Opportunity Employer, with a comprehensive benefits and profit sharing package.

To apply, submit a detailed résumé to Ralph Boirum, HWA GeoSciences Inc., 21312 30th Drive SE, Suite 110, Bothell, WA, 98021.7010. Or send a PDF of your resume to contactus@hwageo.com with "Marketing Position" in the subject line.



HWA GEOSCIENCES INC.

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