

**Company**

Mott MacDonald

**Position**

Marketing assistant/coordinator

**Company Contact**

Adrienne Branch

**Job Type**

Full Time

**Job Description**

We are looking for a smart, organized, productive person to assist with our Marketing and Communications efforts in our San Ramon, CA office. You do not need to have experience in the Architecture/Engineering /Construction field (though if you do, it would be a plus), but you should have an interest in learning more about our industry. This position reports to the marketing manager and works closely with our Proposal Managers and Coordinators, and our Graphic Designer in a multi-tasking, deadline-driven environment. You will have the opportunity to take on a wide range of roles and responsibilities and quickly learn valuable skills as you advance your career.  
  
Job duties include but are not limited to:  
Support coordination, preparation, and production of proposals and qualifications packages  
Help draft/edit/proof written content for project descriptions, resumes, project awards submittals, PR/publicity, website and social media updates  
Management of Marketing file structure  
Database maintenance: contacts, project data, staff resumes, and business development activities  
Support event planning  
Miscellaneous admin support as required

**Required Qualifications**

Mott MacDonald implements creative engineering solutions across various sectors through North America. The ideal candidate should be well organized, creative, adaptable, proactive and eager to learn new things. The following specifications should also be met:  
Minimum BA/BS degree in marketing/communications or similar  
1-3 years' experience in a Marketing, Communications, or Administrative role  
Must be highly organized, self-motivated, has information/database management experience and excellent written and verbal communication skills.  
Must be proficient in MS Word, PowerPoint and other Microsoft Office programs  
Experience with Adobe Creative Suite and InDesign is a plus.