

## MARKETING TEAM MEMBER

*"...Talented, organized, open-minded, dependable, multi-tasking, enthusiastic, resourceful and an amazing people-person..."*— does this describe you? Do you want to work with exciting clients on extraordinary projects? We're looking for an all-star Marketing person to join our growing team!

We're looking for someone with great ideas who can help take us to the next level. Are you heavily into social media? Are you highly skilled Photoshop or other software? Do you have experience on websites? Let us know. Your skills and capabilities will shape your role.

You will report to the Principal, Business Development, and work as a marketing team member along with other marketing staff. You will also work directly with the CEO, partners, principals, project managers, and engineers on the preparation of proposals, qualifications materials/packages, and other marketing related activities. You will also assist in preparing presentations, client events/gatherings, and more.

You will be housed in AlfaTech's San Francisco office which is centrally located, and may occasionally travel to other Northern California offices or local client locations. This is primarily an in-house role, but may also include some outside participation at specific industry organizations.

### General Responsibilities

- Website maintenance and updates
- Company qualifications preparation and maintenance
- Proposal development including all requested special material
- Client / architect interface
- Project and opportunity tracking
- Project database
- Image library
- Develop and maintain staff resumes
- Corporate announcements, newsletters, social media, etc.
- Special events
- Multitude of special marketing related projects

### Desired Qualifications

- Marketing, Communications, or similar college degree or related experience
- Experience with social media programs and postings
- Experience with website
- Strong, accurate writing and grammar skills
- Excellent verbal communication skills
- Strong multitasking and time-management skills
- Self-starting and ability to prioritize
- Proficient in PowerPoint, Word, Excel, and Outlook
- Photoshop skills preferred
- Experience with CRM database systems preferred
- Prior experience within the AEC Industry preferred, but not required. We are looking for someone with 4 - 5 years' experience, but that is not a mandatory. If you are earlier in your career and still think you fit this role, let us hear from you.

**TO APPLY** for this position, please send your cover letter and resume to [jobs@atce.com](mailto:jobs@atce.com).