

JOB DESCRIPTION

Job Title:	Marketing Coordinator	Location:	Anchorage Office
Department:	Administration	Reports to:	Technical Writer
Schedule:	Monday-Friday 8:00AM - 5:00PM (Flexible)	Status:	Full-Time/Regular

Company Summary

HDL Engineering Consultants, LLC (HDL) is a leader in providing civil, geotechnical, transportation and arctic engineering, environmental and earth science, surveying, and construction management services in Alaska, with offices in Anchorage, Palmer, and Kenai. We are looking for a motivated and detail oriented person to fill a Marketing Coordinator position in our Anchorage office.

Position Summary

This position will split its focus on assisting with the development and maintenance of marketing materials and preparation of proposals and Statement of Qualifications. The Marketing Coordinator will work closely with our Technical Writer and HDL's engineers, surveyors, environmental, and real estate professionals. The Marketing Coordinator will also maintain HDL's advertising, and social media platforms.

Required Job Qualification:

- Bachelor's degree in Communications, English, Marketing, or other related field. A combination or relevant education, training, and experience may be considered in lieu of a degree.
- 3-5 years of experience in marketing and/or technical writing
- Strong communication skills, including writing, editing, and proofreading
- Proficient in Microsoft Office (Word, Excel, Outlook, Publisher, and PowerPoint) and Adobe Acrobat
- Proficient with common social media platforms (Facebook, LinkedIn, etc.)
- Ability to multi-task and adhere to deadlines
- Self-driven, energetic, and positive

Desired Job Qualifications:

- Two or more years of experience in an architectural/engineering environment
- Experience with graphic design software (InDesign, Illustrator, Photoshop) is highly desirable

Essential Job Functions:

- Work closely with the Technical Writer with business development, proposal preparation, and marketing materials
- Compile and organize information from multiple sources into cohesive proposals and marketing materials.
- Oversee HDL's social media platforms (Facebook, LinkedIn, and company website).
- Perform other duties as needed.

CIVIL
ENGINEERING

 GEOTECHNICAL
ENGINEERING

 TRANSPORTATION
ENGINEERING

 ENVIRONMENTAL
SERVICES

 PLANNING

 SURVEYING
& MAPPING

 CONSTRUCTION
ADMINISTRATION

 MATERIAL
TESTING

 RIGHT-OF-WAY
SERVICES

Work Environment

This position involves office work. When working in an office setting this role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. This position may also be required to periodically climb, kneel or crouch, and reach with hands and arms.

HDL provides a fun, interesting, and flexible work environment for our talented employees. In 2014, we were once again recognized by the Alaska Journal of Commerce as one of the Best Places to Work in Alaska. We offer competitive salaries, excellent benefits, challenging projects, and great co-workers and clients.

How to Apply

If you think you would be a good fit for this position and interested in applying, please complete the application form located on our web site: www.hdlalaska.com. A resume may be submitted as an attachment to the completed application. Submit to: info@hdlalaska.com.

Equal Opportunity Employer