

## MARKETING COORDINATOR/GRAPHIC DESIGNER

### Tualatin, Oregon

AKS Engineering & Forestry, LLC, is seeking a full-time Marketing Coordinator/Graphic Designer for our Tualatin, Oregon, office. Join an established marketing team to produce high-quality proposals, rosters, and statements of qualifications; provide graphic design; and manage the company website. This fast-paced environment will have you working directly with project managers and technical staff in all four AKS offices.

If you are looking to join a well-respected and talented team of professionals in a dynamic organization that is poised for growth, then you'll want to consider AKS.

#### **Ideal Candidate:**

- Three to five years of professional proposal writing/graphic design experience in the architectural/engineering/construction industry.
- Bachelor's Degree in Business, Journalism, Communications, Marketing, English, or a related combination of education and experience preferred.
- Self-starter that must be able to work independently with minimal supervision, but function as part of an integrated team.
- Ability to produce high-quality documents under deadline pressure.
- Experience developing Qualifications Based Selection (QBS) proposals for local, state, and federal agencies and understanding of the public procurement process.
- Effective written, verbal, and interpersonal communication skills
- Proficient with Microsoft Office Suite and Adobe Creative Suite
- Experience managing website content using WordPress
- Personal responsibility for completing quality work within budgets and timelines
- Proven ability to work as part of a multi-disciplinary team.
- Extremely organized with strong time management skills. Excels at managing and prioritizing multiple deadlines.
- Ability to flexibly adapt to fluctuating priorities and deadlines.

#### **Job Functions and Responsibilities:**

Working with the rest of the marketing team, tasks will include providing graphic design to the team for clearer messaging through graphics; create consistency with materials across offices; write and produce rosters, statements of qualifications, and proposals; entering information into the marketing database; participating in networking activities as a representative of AKS; managing website and social media content; and assisting with other various marketing activities.

The position requires a positive, self-motivated, detail-oriented, proactive, problem solving, diplomatic professional with negotiation, time management, and budget management skills, who can work under pressure.

- Develops graphics and assists with content development for proposals, qualification packages, resumes, project descriptions, and award submittals. Strategizes and develops proposal graphics that convey the message of the document. Produces hard copy and/or electronic final proposal and qualification statements in compliance with submission requirements outlined in RFPs and RFQs. Supports the rest of the marketing team by proofreading and reviewing materials to ensure compliance with the RFP/RFQ, or jumping in to help in the preparation of deliverables when deadlines approach.

- Adheres to the specifications outlined in AKS' Writing Style Guide and company-wide branding standards.
- Prepares presentation graphics, interview materials, brochures, and other marketing materials while maintaining the AKS brand.
- Manages and updates the content of the new company website using WordPress; this will include updated news, new projects, job postings, etc.
- Supports various other marketing projects on an as-needed basis.
- Travels to other AKS offices to provide support as needed.
- Maintains data in firm-wide client relationship management software Cosential, including project photography, project descriptions, resumes and employee qualifications information, and awards.
- Develops and maintains effective positive working relationships with co-workers, clients, and other project team members.
- Does what needs to be done.

### **About AKS:**

AKS is an infrastructure engineering firm that serves a combination of public and private clients in the Pacific Northwest. Our company provides a unique combination of services including civil engineering, surveying, planning, landscape architecture, arboriculture, natural resources, and forestry. We have an established, broad-based portfolio of clients including land owners, real-estate developers, architects, government agencies, public service providers, timberland owners, and others. With four offices and over 20 years in business, AKS is a well-respected and trusted resource to our clients. Visit our website at [www.aks-eng.com](http://www.aks-eng.com) for additional information about the work we do.

### **Our Culture:**

AKS is not your typical consulting firm. We have created a unique work environment that is professional, friendly, casual, hardworking, and fun. With a reputation built on personal responsibility, straight answers, practical solutions, and above all else, client service, AKS has become a highly sought-after place to work. We locate our offices to provide faster response to our clients and a shorter drive to work for most employees. We emphasize building long-term relationships with clients at all levels of our organization and this philosophy has allowed us to expand and grow. Every employee is treated as a valuable asset and everyone's voice matters.

### **Benefits:**

AKS values our employees and proudly provides competitive compensation and benefits. Checkout the Careers page of our website for more information on all that AKS offers.

**AKS Engineering and Forestry, LLC is an Equal Opportunity and Affirmative Action Employer.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

**Please apply online with resume, cover letter, and references at [www.aks-eng.com](http://www.aks-eng.com).**