



Job Posting

Job Title:	Marketing Coordinator	Travel:	Low	Applications Accepted Via:	
Level:	I-V	Position Type:	Full Time	Email:	careers@reyengineers.com
Location:	Folsom, CA	Salary Range:	\$62,400 - \$83,200 annually DOE	Mail:	Attn: Human Resources R.E.Y. Engineers, Inc. 905 Sutter Street, Suite 200 Folsom, CA, 95630

FIRM DESCRIPTION

Founded in 1985, R.E.Y. has been delivering projects to enhance the quality of life for over 35 years. Headquartered in historic Folsom, with additional offices in Pleasanton, Oakland, and Palo Alto, CA, R.E.Y. has extensive private-sector and municipal experience. We have delivered a wide variety of community-oriented projects throughout California. What sets us apart? It's our company culture, our commitment to quality, and our employees. We are dedicated to retaining and developing individuals of the highest quality. We promote an open and fun work environment while maintaining our high standards for quality.

JOB DUTIES

- Under the direction of Marketing Manager, plan and carry out marketing activities.
- Represent the firm to clients, subconsultants, and professional organizations
- Work with technical staff to develop and deliver proposals, interview presentations, advertisements, and company collateral
- Develop and maintain resumes, boilerplate information, project descriptions, photographs, etc.
- Manage content of website, social media, intranet and CRM database
- Plan and coordinate special events and tradeshow
- Coordinate with professional and community organizations, such as Folsom Chamber, BIA, and APWA
- Assist Principals and Project Managers in meeting sales goals
- Manage all aspects of R.E.Y. firm brand internally and externally
- Design and procure firm-branded apparel and give aways

QUALIFICATIONS & EDUCATION REQUIREMENTS

- 2 to 5 years of relevant experience in A/E/C industry
- Bachelor's degree preferred but not required
- Proficient in MS Word and PowerPoint
- Valid California Driver's License

SKILLS

- Excellent knowledge of marketing fundamentals
- Excellent writing skills
- Proficient in MS Word and PowerPoint
- Working knowledge of social media (Facebook, Twitter, LinkedIn, Instagram) and website maintenance
- Ability to work effectively in CRM and accounting platforms (Deltek and Ajera)
- Working knowledge of marketing databases and proposal resources files
- Basic understanding of A/E/C industry terminology and delivery methods
- Excellent organizational skills
- Detail oriented
- Ability to prioritize and multi-task
- Ability to work well with a variety of personality types and keep pursuit teams moving forward toward on-time delivery

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.