



ROSSETTI

is hiring daring designers + innovative thinkers

MARKETING COORDINATOR

DETROIT, MI ▪ FULL-TIME

JOB DESCRIPTION

This position provides superior marketing, research and administrative support critical to the overall success of the marketing and business development teams. This position supports the company in the packaging and marketing of our branding, representation and project work.

WORK EXPERIENCE REQUIREMENTS

- Preparing proposals, qualifications, packages and presentations for prospective clients
- Editing and organizing the various components of each package to ensure content is comprehensive, competitive and client-specific as well as in accordance with the Firm's brand standards
- Researching clients, market trends and background information
- Scheduling and tracking production of proposals/qualifications packages to meet deadlines and assisting in production efforts
- Developing the graphics and materials for public relations efforts, advertisements, materials for trade shows, mailed announcements, pre-proposal meetings and award submittals
- Managing project and client data in firm-wide databases and marketing collateral
- Managing social media platforms including developing and posting content, tracking analytics, developing reports

EDUCATION + PROFESSIONAL REQUIREMENTS

- Bachelors Degree in marketing, communications, graphics or related field required
- Proficiency in the Adobe Creative Suite, especially InDesign, Photoshop and Illustrator
- Must be proficient with Microsoft Office and Deltek Vision
- Excellent communication skills and a strong team ethic
- Strong organization, multi-tasking and time management skills
- Ability to interact professionally with office leadership and clients
- Ability to direct and motivate work efforts of others and handle stressful situations
- Familiarity with the A/E/C industry including relevant trade organizations, publications, conference and events
- Ability to self-manage project assignments from start to finish with minimal oversight
- Technical production skills are necessary and require a demonstrated ability to effectively use database applications
- Strong competitor with focus on winning

If you are interested in applying to this position, please send your resume and portfolio to careers@rossetti.com

Learn more about ROSSETTI's seriously fun culture » www.rossetti.com/careers