



Marketing Coordinator

Full-Time position available in Livonia, Michigan



About TYME

TYME Consulting Engineers, Inc., celebrates 20 years of successfully providing civil engineering services to State and Local Government agencies, as well as Public and Private stakeholders. A trusted advisor to our clients, that values our employees and supports the community, TYME's reputation as one of Michigan's most respected civil and transportation infrastructure engineering firms is a result of our dedicated and diverse staff carrying out our core values: Integrity, Partnership, Efficiency, and Innovation. Our multi-disciplined experience has allowed us to excel and grow with exceptional customer satisfaction ratings. The time is now to begin a rewarding career as part of the TYME Team.

Primary Responsibilities

TYME Consulting Engineers, Inc. an infrastructure design and construction engineering firm in Livonia, Michigan, is seeking a creative and innovative candidate to join our growing firm as the Marketing Coordinator. The Marketing Coordinator will coordinate proposal writing efforts, and will develop marketing concepts, ideas and materials to promote and maintain company brand and culture.

How you will contribute to the TYME team:

- Plan, implement and manage marketing activities
- Manage and develop proposals
- Manage proposal preparation plan
- Coordinate staff process and contributions to proposal
- Technical/non-technical text compiling and editing
- Develop proposal graphics
- Develop marketing brochures
- Develop/maintain employee resumes, boilerplate proposal information, project descriptions, etc.
- Develop and deliver presentations
- Update Web site information
- Plan and coordinate special events
- Research target markets
- Delegate and coordinate the work of other personnel



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What You'll Need to Succeed:

- Desire to grow professionally.
- Ability to work well independently, with others, and with minimal supervision.
- Excellent communication skills (both verbal and written).
- Understanding of basic marketing principles
- Familiar with Office 365, SharePoint, Microsoft Teams
- Proficient with desktop publishing software - WordPress, Adobe Creative Suite, especially InDesign and Photoshop, Canva (or similar programs), etc.
- Highly motivated
- Have great organizational skills
- Can multi-task with ease (may need to create multiple marketing proposals simultaneously)
- Be detail oriented and adaptable to change
- Excellent at time management
- Basic understanding of architectural/engineering industry terminology and procedures
- Associate of Bachelor's degree in a related field and one to three years of experience
- Five or more years of marketing experience in the architectural/ engineering community if no degree

To Apply: Please email your resume to career@tymeengineering.com, referencing the job title in the subject line.

We are an equal opportunity employer that takes great pride in our diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, or any protected status. Military veterans are highly encouraged to apply.

Benefits

- Starting pay commensurate with experience
- Employer paid training and certifications
- Company supplied Personal Protective Equipment
- Paid time off
- Health insurance
- Dental insurance
- Vision insurance
- Disability insurance
- Life insurance
- Employer matched 401(k)

Schedule

- Day shift
- Monday to Friday
- Weekends or holidays may sometimes be necessary

Work Location

- One location

Work Remotely

- Negotiable

Implemented COVID-19 Safety Measures

- Complying with CDC, State and Local guidelines