

## **MARKETING POSITION**

Providence-based, award-winning Architectural firm, seeking an ambitious and enthusiastic marketing professional to develop, maintain and coordinate marketing activities while assisting management staff and building new business for the firm. This is a full-time position.

### Duties:

- Researching proposal opportunities for firm to bid through various resources.
- Working with the principals to coordinate and prepare proposals, qualifications packages, along with related presentations.
- Develop unique campaign ideas to market company's services or overall brand identity.
- Promoting completed projects.
- Performing variety of editorial duties, such as laying out, indexing, and revising content of written materials, in preparation for final submission.
- Updating website content and marketing collateral.
- Maintaining marketing databases and various other marketing tasks.
- Providing minor additional business duties that may need assistance.

### Skills:

- Computer proficiency in Microsoft Office applications, and Adobe or Bluebeam PDF, and InDesign/Photoshop is required.
- Background in graphic layout helpful and a command of the written word is essential.
- A commitment to meeting all timelines is vital.
- Candidate must be detail-oriented, highly organized, and work well with a variety of staff.

### Education:

BA in Marketing, English, Journalism, Communications, or Business.

### Experience:

3 – 5 years Architectural or Design related field.

### Replies:

Applicants to email their resume to [nemd@nemd.com](mailto:nemd@nemd.com)

*No phone calls.*

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