



## **Marketing Coordinator**

We are currently seeking a Marketing Coordinator who has a flair for the creative with an engineer's attention to detail. With strong organizational and writing skills, this person will be able to develop content (both visual and written) that provides both external and internal clients with exceptional communication materials. This position will be located in our downtown Los Angeles office.

The primary duties and responsibilities for this position are:

- Collaborate in the preparation of information and materials for submittals, requests for qualifications and proposals.
- Maintain marketing information systems, including imagery database.
- Preparation of company newsletter; intranet content management; database management; marketing materials research.
- Website management, tracking.
- Marketing events, conference planning and coordination.

The required qualifications for this position are as follows:

- Minimum of 3 to 5 years previous experience in marketing, business development or communications for an A/E/C services firm.
- Experience with SF 330 and other government forms.
- Advanced working knowledge of Adobe Suite and Microsoft Office Products.
- Experience with database management (Deltek CRM required).
- 1 to 2 years experience with the administration of website content, press releases, promotional announcements, social and multi-media networking.
- Excellent organizational skills.
- Advanced level writing, proofreading and editing skills.
- Bachelor's degree is required in Communications, English or BFA in Graphic Design preferred.

If you have the above qualifications and are interested in learning more about this fantastic opportunity, please submit your resume to [hr@miyamotointernational.com](mailto:hr@miyamotointernational.com)

We are an equal opportunity employer.