

Holmes Structures is a California structural engineering firm, with offices in Los Angeles and San Francisco. We are part of the New Zealand based [Holmes Group](#), with offices around the Pacific Rim.

Compelled by the possibilities, we are relentlessly pursuing Why – to create what is Best. We ask great questions, do great thinking, and deliver beautiful design.

Holmes pushes boundaries. We put no limits on individual potential. Basing rewards and advancement on achievements and entrepreneurship, not just seniority. This also means taking an imaginative and resourceful approach to projects, challenging established convention, and using cutting-edge technologies. If you are a person who pushes the boundaries – in your achievements, interests, and abilities – then we want you as part of our energetic and collaborative teams.

We are seeking a Marketing Coordinator for our Los Angeles office. Candidates should have a B.S. degree, and a minimum of one year of related experience. Must be fast learners, ambitious, have the ability to handle increased responsibilities, have excellent verbal and written communication skills, and be able to interact effectively with clients, project teams, and colleagues.

Check us out at www.holmesstructures.com and send your resume with cover letter to hr@holmesstructures.com

Essential Functions of this position include:

- Assist in the preparation and production of proposal, qualification packages, and other materials that include writing, editing, and coordination with in-house staff and outside consultants.
- Assist with the organization, updating, and creation of marketing collateral including project profiles, project descriptions, staff resumes, and brochures.
- Assist in the preparation, production, and distribution of presentations, direct mail programs, awards submission, and other PR-related materials, including writing, editing, and graphic design.
- Assist with project teams in the preparation for interviews.
- Assist with the organization and maintenance of project related photos, images, photography database and website.
- Work with the marketing team and senior staff.
- Work closely with the administrative team to provide general support to the company.

Knowledge, Skills & Abilities:

- B.S. degree in related field. One year experience in AEC firm, marketing, public relations and or business development preferred.
- Strong written & oral communication, organization, and relationship management skills.
- Excellent graphic design ability, including advanced skills in Adobe InDesign, Illustrator and Photoshop.
- Website and email marketing experience.
- Team player: works with project teams.