SENIOR MARKETING COORDINATOR  
HENSEL PHELPS  
IRVINE, CA

Hensel Phelps employees are highly motivated, dedicated and ambitious. Cultivating a diverse workforce is an important part of our culture. Working at Hensel Phelps offers both a life enriching experience as well as a rewarding career. Hensel Phelps is a collaborative environment; employees are empowered to take leadership roles and grow with the company. We offer extensive training, great benefits, the opportunity to build wealth and a tight knit culture and community.

Hensel Phelps proudly supports the communities in which we live, build and work. This commitment is demonstrated by our community service projects and small business development programs. Many of our projects serve as landmarks for communities. Our aim is to work closely with friends and neighbors in the communities we serve to make improvements that will remain long after a project is complete.

Hensel Phelps is one of the largest employee-owned general contractors in the United States. Specializing in building development, construction and facility services, Hensel Phelps brings their clients’ visions to life with a comprehensive approach that begins with innovative planning and extends throughout the entire life of the property. This approach, commonly referred to as The Hensel Phelps Way, has been the foundation of the company for over 80 years. Whether a recent graduate or an industry vet, employees find a home as part of the Hensel Phelps family.

To be considered for this position, please apply to Req #23216 listed on the Hensel Phelps Careers Website (http://www.henselphelps.com/careers).

The Senior Marketing Coordinator plays a key role in work acquisition for Hensel Phelps by supporting marketing and business development activities. The position is responsible for leading and executing the proposal and marketing material development process.

POSITION REQUIREMENTS:

**Primary Duties & Responsibilities**
- Lead all Response to Request for Qualifications (RFQ) and Request for Proposal (RFP) efforts to include coordination of strategy and review meetings, content development, layout of content/covers-tabs, and production of all proposal materials.
- Prepare interview presentation materials and work with operations staff to strategize, rehearse, and present to external clients.
- Update and maintain personnel and project information for inclusion in marketing packages including staff resumes, project profiles, references, industry awards, and project photography.

**Other Duties & Responsibilities**
- Create marketing materials including informational documents, qualification packages, advertisements, displays, and brochures.
The position may require the new hire to be assigned to a project with specific badging or other security requirements, which may require the Company, Owner, or third party to conduct a criminal or other background check.

Knowledge, Skills, & Abilities
- Demonstrated proficiency in Adobe Creative Cloud (InDesign, Illustrator, and Photoshop) with strong graphic layout capabilities.
- Demonstrated proficiency in Microsoft Office (Word, PowerPoint, Excel, and Outlook).
- Ability to prioritize tasks when faced with multiple deadlines.
- Self-starter with proactive problem-solving skills.
- Demonstrated writing, editing, and proofreading skills.
- Ability to manage multiple projects/deadlines and accommodate shifting priorities.
- Ability to effectively communicate with senior management, supervisors, peers, and clients.
- Accuracy and attention to detail.
- Organizational skills.
- Research and analytical skills.
- Ability to work independently and in a team environment.
- Thorough understanding of construction industry terminology and procedures.

Education/Experience
- Bachelor's degree, preferably in Graphic Design, Fine Arts, Marketing, Communication, Business Administration, or other related majors with a concentration requiring strong graphics, writing, analytical, and communication skills.
- 4 to 6 years of professional experience, preferably in the A/E/C industry.
- Thorough understanding of Request for Qualifications (RFQ) and Request for Proposal (RFP) processes for public and private commercial construction.

Equal Opportunity Employer
Hensel Phelps is an equal opportunity employer and contractor. All qualified applicants will receive consideration for employment without regard to their protected veteran status, nor will they be discriminated against on the basis of disability.

EOE AA M/F/Vet/Disability
Hensel Phelps will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Hensel Phelps' legal duty to furnish information.