

MARKETING SPECIALIST - PASADENA

Saiful Bouquet Structural Engineers, an award-winning structural engineering firm, and one of the largest structural engineering firms in Southern California, has an immediate opening for a Marketing Specialist in our Pasadena headquarters.

Responsibilities:

You will act as our primary Marketing Specialist in our Pasadena headquarters and report directly to the Business Development Manager and firm leadership. Responsibilities will include:

1. Creating and updating firm marketing materials
2. Responding to Requests for Proposals (RFP's) and Requests for Qualifications (RFQ's)
3. Social Media management – LinkedIn, Website, Instagram
4. CRM management – Deltek Vantagepoint
5. Updating client presentation materials
6. Maintaining digital library of photos, qualification project materials, proposals and certifications
7. Support Business Development Manager in market research and lead tracking

Skills/Requirements:

1. Experience in the Architectural Engineering & Construction industry is preferred
2. Bachelor's degree required – Degree in Marketing/Communications is a plus
3. InDesign experience required
4. Good writing and communication skills
5. Ability to work well under deadline pressure with the team
6. Positive attitude, high energy, reliable and outgoing
7. MS Office Suite knowledge – Teams, Outlook, Excel, Word, Powerpoint
8. CRM experience preferred (Deltek Vantagepoint or similar)

Saiful Bouquet is an equal opportunity employer. Saiful Bouquet offers an excellent compensation and benefit package.

Please apply via email to hr@saifulbouquet.com

No phone calls/walk-ins please.