**Reports to:** Vice President Marketing

**FLSA Status**: Exempt

**Job Summary:**

Krusinski Construction Company (KCC) is seeking a creative, resourceful, and talented Marketing Coordinator to join our expanding marketing team in Oak Brook, IL. We offer a dynamic environment that thrives on teamwork and acknowledges achievement. Join our team to impact client and project strategies, coordinate, write, and collaborate on proposals and thought leadership, and enhance KCC’s visibility. This role is an in-office opportunity (with flexibility after 6 months).

**Job Scope and Essential Functions:**

***Responsibilities:***

* Assist with the preparation and customization of responses to RFPs/RFQs, presentations and other project pursuits
* Develop and update internal and external marketing templates and branded materials
* Coordinate team and project photography
* Maintain and upkeep internal documents including resumes and project history and assists with updating CRM
* Assist with updating firm’s website and preparing email campaigns
* Maintain marketing supplies and materials
* Design graphics and copy for social media accounts
* Enforce KCC brand throughout all documents and promotions

***Role Competency:***

* Creative: suggest ways to enhance and improve traditional strategies and practices, facilitate brainstorming, differentiate from competition, identify unique strengths and values
* Technical: understand tech platforms and tools to deliver successful marketing initiatives, improve process flow
* Productivity: achieve consistency in unique story and brand, attention to accuracy, enthusiasm and pride in the work product, methodical and organized, works with a sense of urgency
* Perseverance: remain constant, align goals with Company strategy, positive attitude, high regard for oneself and others, overcomes obstacles with integrity, motivated to achieve

***KCC Core Values:***

* Reputation
* Teamwork
* Caring
* Do The Right Thing
* Whatever It Takes
* Fun

***Qualifications:***

* Degree in marketing or communications
* 2+ years’ experience in marketing in construction industry or related (preferred)
* Proficiency in Adobe Creative Suite (specifically InDesign)

***Technology Skills:***

* Adobe Creative Suite
* Microsoft Office Suite
* MailChimp
* Survey Monkey
* CRM Cosential (prior experience helpful)
* Umbraco, WordPress or similar
* Social Media platforms

***Physical Demands:*** is capable of driving short distances to project sites and sitting for long periods of time at a computer

***Working Conditions:*** 97% office environment and 3% field environment