



February 5, 2019

MARKETING & PROPOSAL COORDINATOR

Bunt & Associates

Bunt & Associates is a long established and reputable Canadian transportation planning and traffic engineering consultant; our purpose is to provide enterprising solutions to transportation planning and traffic engineering problems, to contribute to building connected and sustainable communities, and to support our clients in reaching their project goals. Bunt & Associates is a true specialist consultant, providing services related to transportation exclusively.

Role & Responsibilities

We are seeking an energetic **Marketing & Proposal Coordinator** located in our downtown Vancouver office. The successful applicant will report to the Vice President of Operations, but will work closely with our Senior Marketing Consultant. The role will be based in BC but occasional travel to Victoria, Edmonton, and Calgary to assist other Bunt offices will be required.

Key responsibilities include the following:

Proposals (60%)

- Regular tracking of Requests for Qualifications, Proposals, Expressions of Interest
- Proposal Preparation Coordination: assisting Bunt professional and technical staff in developing a proposal plan from kick-off meeting to production, assembling proposal preparation resources, establishing and monitoring proposal deadlines
- Proposal document preparation: document design and layout, assembly of supporting marketing collateral such as resumes, project experience, etc., preparation and sourcing of graphics and images, integrating scope and fee content from others, final editing and formatting to ensure quality and design standards are met, and print management
- Assistance if necessary with interview planning, preparation, and execution
- Regular reporting of proposal results and cost of proposal preparation to management

Marketing (40%)

- Maintenance of company visual identity and brand standards
- Maintenance of marketing tools and collateral on the company Intranet, including project database
- Development of new corporate Intranet marketing tools, such as a resume auto-generation tool
- Digital assets: sourcing, photo editing, developing and organizing imagery and graphics related to projects, people, and precedent images suitable for use in resumes, reports, proposals, presentation boards, website, etc.
- Template design and updates for resumes, promo sheets, proposals, reports, and presentations
- Advertising design development and coordination with publications
- Organization of sponsorships/donations
- Brochure and other marketing collateral design/updates
- Promo product sourcing and stocking
- Content creation and regular updates for website and LinkedIn

- Maintenance of client contact lists for promo purposes
- Video production/editing including YouTube channel maintenance
- Marketing/BD research assistance and participation with development of BD & Marketing Plans
- Support firm-wide marketing and communications initiatives such as staff event planning, communications, and hosting assistance

Qualifications & Experience

- Completion of post-secondary education in marketing & communications
- One to three years of relevant experience, ideally in a professional services office environment in an Architectural/Engineering discipline
- Strong graphic design skills, including technical proficiency with Adobe Creative Suite
- Proficiency in MS Office applications, in particular Word and PowerPoint
- Working knowledge of WordPress and social media platforms
- Excellent verbal and written communication skills, including the ability to convey complex messages succinctly and with clarity
- Proven ability to work under tight deadlines and handle pressure
- Willingness to work extended business hours from time to time to meet deadlines
- A keen eye for detail and strong organizational skills
- Self-starter who can work in a collaborative environment

Compensation

We offer competitive salaries, a performance bonus incentive program, and an excellent benefits package. The salary will be commensurate with the qualifications and skills of the applicant, and could range between \$45,000 and \$60,000.

Contact:

If you feel that you possess the necessary experience and skill set for this position, please email your resume and cover letter to info@bunteng.com. We thank all interested candidates; however only those short-listed for an interview will receive a response.