

# STONEFIELD

## ***Junior Marketing Coordinator/Graphic Designer Position with a Fast-Paced Engineering Firm***

Stonefield Engineering & Design, a full-service Professional Engineering and Consulting Firm, is recruiting a Project Manager. Stonefield is a growing company that seeks employees with enthusiasm and passion for the Stonefield mission: to provide unparalleled service and responsiveness to our clients. Candidates should be willing to work in a fast-paced, challenging and rewarding team environment.

### **Responsibilities:**

Prepare Marketing Pages and Brochure.

Preparation of Architectural Renderings.

Social Media Specialist.

Assist with proposal preparation and billing administration.

Maintaining and monitoring project plans, project schedules, and miscellaneous project tasks.

Organizing, attending and participating in Project Team meetings.

Coordinating and following up on permitting and project related items with Jurisdictional agencies.

Preparing necessary presentation materials for meetings.

Develop project strategies.

Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.

Create a project management calendar for fulfilling each goal and objective.

Serve as a key point of contact for clients, review agencies and subcontractors in a professional, courteous and helpful manner.

Welcome/receive visitors, recruits, and clients upon arrival at the office.

Maintain office efficiency and manage office equipment/supplies required to enhance productivity.

Prepare/draft a wide variety of correspondence and reports including memos/letters, technical documents, dictations, and other forms of correspondence.

### **Qualifications:**

Bachelor's degree preferred; No experience required. Excellent computer skills including Microsoft Word, Microsoft Project, Microsoft Outlook, Excel, and PowerPoint, and electronic communications tools; organizational skills required; proven problem solving and interpersonal skills with experience providing administrative support in a high-profile environment with tact and diplomacy; attention to detail; proven ability to work with multiple deadlines and multiple priorities required; ability to work across a variety of projects and with diverse client types; flexibility, adaptability and ability to work in a changing environment required. If you would like to learn more about opportunities at Stonefield, please send your resume and a short cover letter to: [recruiting@stonefieldeng.com](mailto:recruiting@stonefieldeng.com).