

Proposal Coordinator Job Description

Standard Reference	7.1.2 & 7.2	Revision	2
Applicable Sites	All sites	Document Owner	President

KC Engineering and Land Surveying, P.C., a multi-discipline consulting engineering firm, is seeking a candidate for a **Proposal Coordinator** in our **New York City office**. This is a full time position.

The potential candidate must meet the following minimum requirements:

Experience/Qualifications:

- BS in Marketing/Communications/Advertising/Public Relations/English or similar field.
- Ability to work in New York, NY office from 8am to 5pm.
- Experience with the Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience with Microsoft Office (Word, PowerPoint, and Excel).
- Must be extremely organized and efficient at meeting concurrent deadlines with minimal oversight.
- Must have EXCELLENT verbal and written communication skills as well as editing abilities.
- Must have a general interest in implementing new technologies and software.

Licenses/Certifications:

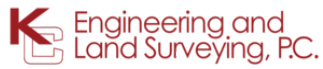
- Must have New York State Driver’s License.

The responsibilities of this position are as follows:

The primary work location is at the KC NYC office. Successful candidates may be required to provide support to other KC offices on an as needed basis.

- Researching and responding to Requests for Proposals.
- Coordinating with prime/subconsultants on projects and coordinating marketing efforts with regional offices.
- Effectively managing proposal deadlines and allowing proper time for editing, layout, and design.
- Maintaining KC branding.
- Updating company resumes and project descriptions.
- Designing marketing materials, such as brochures, business cards, and advertisements.
- Managing company public relations efforts and overall brand image.

Revision	Description of Change(s)	Reviewed By	Approved By	Date Approved
2	Revised Font & Design (no updated training needed)	<i>Colleen O'Donovan</i>	<i>Joseph A. Gervilla</i>	10/26/2017



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- Assisting with biannual e-newsletters and announcements.
- Managing/updating the company's marketing plan and various databases.
- Assisting with social media and website design.
- Occasionally attending out-of-office promotional events such as Chamber of Commerce meetings, ribbon-cutting ceremonies, project meetings, etc.
- Administrative duties including greeting visitors to the office, answering the phone, filing, etc.
- Assisting with special projects.
- Managing calendars, schedules, and event planning as needed.
- Requires prolonged sitting in front of a computer.

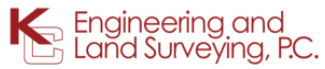
KC Engineering and Land Surveying, P.C. offers competitive benefits including:

- Health, vision, dental, and LT disability insurance (company pays 85% of the base plan premium)
- ST disability insurance (company pays 100%)
- FSA Medical and Dependent Care Plan
- FSA Commuter Transit program
- 401 (k) Profit Sharing Plan with 100% match up to 4% of gross salary
- Discretionary year-end bonus
- Discretionary year-end profit-sharing up to 6% of gross salary
- Paid vacation (15 days annually – accrued based on start date)
- Flex time (5 days annually – accrued quarterly)
- 8 company-paid Holidays
- KC is an E-Verify company
- KC is an Equal Opportunity Employer

Please note this job description is not designed to cover all duties required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additional information about KC may be found at: www.kcepc.com

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