

### **Marketing Coordinator/Technical Assistant**

HEB Engineers, Inc. is looking for a full-time Marketing Coordinator/Technical Assistant to join our team. This position will implement day-to-day marketing and business development support functions, provide project-related assistance to engineering and surveying staff, and general administrative tasks in accordance with established standards.

#### **Education Requirements:**

- » High School Diploma or equivalent.
- » Associate or Bachelor's degree in marketing or similar curriculum or 3+ years direct experience.

#### **Software:**

- » Knowledge and proficiency in graphic/publishing/presentation software, such as Adobe Creative Suite or similar.
- » Proficiency with Microsoft Office.

#### **Requirements:**

- » Ability to manage multiple projects simultaneously and interact effectively with team members, clients, and the public.
- » Strong written and verbal communication skills.
- » Strong time management skills with the ability to follow up on projects and meet project deadlines.

#### **Responsibilities Include:**

- » Develop and maintain branding materials/content including advertisements, brochures, blog posts, website updates, presentations, etc.
- » Execute social media strategies on a timely and consistent basis.
- » Assist with other creative design needs, including creating graphics, charts, presentations, etc.
- » Research and review various sources for project leads. Coordinate distribution of leads and track status.
- » Assist in the preparation/production of proposals and qualification materials.
- » Assist in the preparation of reports, permit applications, project communications, and/or research as necessary.
- » Performs other duties as assigned.

Please send letter of interest and resume to:  
Jaimie Gagne, HEB Engineers, PO Box 440, North Conway, NH 03860  
or via email to [jgagne@hebengineers.com](mailto:jgagne@hebengineers.com).

*For more information about HEB, visit [www.hebengineers.com](http://www.hebengineers.com).*