

## **MARKETING ASSISTANT**

### **ABOUT EDM**

EDM is a professional engineering design firm, founded in 1973 in St. Louis. EDM has an impressive reputation with dedicated, highly-experienced engineering design professionals, including industry experts.

Collinsville, IL  
618.344.3774

### **ABOUT THE POSITION**

The Marketing Assistant is administrative support to the Marketing Team. This is a full-time role with direct supervision by the Vice President of Business Development. Organizational ability and computer skills are essential. It can be a fast-paced environment, so the ideal candidate can work quickly yet accurately, with minimal supervision.

#### ***Responsibilities***

- Ongoing organization of online marketing files and lists, and maintain various databases in Excel.
- Update resumes and proposals in Word.
- Presentation development using PowerPoint.
- Maintain website (currently Wix), including design and updating content.
- Generate EDM news and information for social media posts and email blasts.
- Print and organize marketing/business development material.
- Proofreading assistance, as needed.
- Reorganize and/or purge hard files, and rearrange archives.
- Conduct research and provide support to help sustain and elevate the firm's business development.
- Perform other duties and tasks as assigned by firm leadership.

This is not an entry-level position – minimum three years of full-time experience working in an office setting required. Salary commensurate with experience. If the successful candidate desires, this can be a hybrid position.

#### ***Qualifications***

- Organized yet flexible, detail-oriented and a team player with a positive attitude.
- Extensive experience with Word and Excel required, and some experience with PowerPoint preferred.
- Administrative position in the AEC (architecture/engineering/construction) industry preferred.
- AA or BA degree preferred, in Communication, Marketing, Journalism or related field.

EDM offers a comprehensive and generous benefit package. EDM provides equal employment opportunities to all applicants regardless of race, color, creed or religion, national origin, political belief, age, sex, sexual orientation, gender identity, marital status, disability status, veteran status, or other characteristics protected by federal, state or local laws.

For immediate consideration, email resume to [diane.hirson@edm-inc.com](mailto:diane.hirson@edm-inc.com) and [chris.kerckhoff@edm-inc.com](mailto:chris.kerckhoff@edm-inc.com).

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