

MARKETING COORDINATOR- JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Marketing Coordinator's primary responsibility is to support the Marketing Manager and the VP of Business Development. This position reports to the Marketing Manager.

ESSENTIAL FUNCTIONS

- Support marketing day-to-day operations.
- Possess excellent interpersonal and communication skills.
- Successfully work in collaboration with others.

RESPONSIBILITIES

- Assist with advertising and direct mail campaigns, internal publications, and social media.
- Assist in creating materials used for proposals, correspondence, presentation materials, recruiting, and reports.
- Research and maintain data in support of various marketing campaigns.
- Assist in the coordination of special events.
- Assist with maintaining CRM software.
- Other related duties as assigned or needed.

QUALIFICATIONS

Bachelor's degree in marketing, business, communications, or related field, and at least two years of experience in a marketing or related role. Construction or relevant A/E/C industry experience preferred. Key competencies are initiative, communication, teamwork, and dependability.

Technical Skills

- MS Office Suite
- Adobe Creative Suite; primarily InDesign
- WordPress
- Social Media

- CRM Database Management

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer monitor for extended periods.
- Use hands and fingers.
- Reach with hands and arms.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision

Flex plans

Life insurance

Supplemental insurance plans

401K with employer matching

PTO

Holidays

Incentive compensation bonus

Educational reimbursement

Gym membership discount

Nibbi Brothers is an equal opportunity employer.