



Warfel Construction Company has an opportunity for a full-time **Marketing Coordinator** based out of our East Petersburg, PA location. This role will be responsible for the support of the marketing and business development efforts at Warfel, interacting regularly with all departments. This position will be expected to interact frequently with internal and external clients and stakeholders.

Major duties will include, but are not limited to, the following:

- Assists with the development and maintenance of marketing and business development materials, including proposal proofreading, presentation editing, project sheets, project lists, and team member resumes
- Maintains accuracy of AIA spreadsheets
- Maintains accuracy of project history database
- Ensures that all materials used in proposals are kept accurate and up-to-date
- Manages trade show logistics
- Assists Marketing staff in organizing Warfel hosting and / or sponsored events
- Registers department staff for events, conferences, and trade shows
- Maintains inventory of Warfel logo items and giveaways
- Places orders for team member apparel and giveaway items
- Researches prospects and potential clients in preparation for meetings, proposals, and interviews
- Assists Operations and Safety teams with miscellaneous marketing needs. This may include visits to active construction jobsites.
- Maintains Warfel brand standards across all documents and materials
- Supports the Work Acquisition department as needed
- Performs other duties as assigned

Qualifications:

- High school diploma or GED required
- Minimum of 2 – 4 years of experience in Marketing and / or Customer Service
- Intermediate to advanced knowledge of MS Office Suite, with basic knowledge of Adobe Creative Suite
- Excellent personal presentation and communication skills
- Demonstrated ability to be creative, innovative and knowledgeable, while developing the best approach to projects
- Must be able to work as a collaborative member of a team and problem solve appropriately
- Ability to re-prioritize workload and redirect focus to urgent needs



This position will spend the majority of the time in a professional office environment. The qualified individual for this role will need to work in a sedentary position, with occasional visits to active construction jobsites, as the role requires. Lifting, pushing, and pulling up to 10 lbs may be required as part of everyday tasks. Use of a computer, phone and printer will be required daily.

Competitive pay and benefits offered. Warfel Construction is an equal opportunity employer.