

## MARKETING ASSISTANT

### ABOUT SIEGFRIED

Siegfried is a multidisciplinary design firm specializing in civil and structural engineering, landscape architecture, surveying, planning, and athletic facility design. Located in Stockton, Sacramento, Modesto, and San Jose, we have provided compelling and comprehensive design solutions for both public and private clients throughout Northern California and beyond for over 66 years.

*For a sample list and description of Siegfried's resume of project types, please visit our website!*

### POSITION SUMMARY

Siegfried has an immediate opening for a Marketing Assistant operating out of our Stockton office. In general, the duties of this position consist of the following tasks:

### QUALIFICATIONS

#### Knowledge, Skills, and Abilities

- » Develop marketing content such as graphics and pictures for Web site, social media, and print collateral.
- » Assist with the preparation and production of proposals, including RFP's, RFI's, RFQ's, from concept to final submittal, including proofs, revisions, binding, and delivery.
- » Ability to write clearly and creatively to produce content for proposals, Web site, social media, and print collateral.
- » Update project library and maintains current content with project descriptions, resumes, project sheets, and boilerplate documents.
- » Regular site visits to maintain, update, and grow project photo library.
- » Assist with marketing event logistics, including but not limited to staff outings, team building, and corporate events.
- » Attention to detail and strong organizational skills.
- » Ability to work under tight deadlines.
- » Strong editing and proofreading skills.

#### Education

- » Bachelor's Degree, AA, or Experience in Lieu of Degree will be considered.

#### Experience

- » 2+ years of full-time (post bachelor's degree) experience in a marketing role.
- » Adobe Creative Suite - InDesign experience is preferred
- » Microsoft Office
- » Wordpress experience preferred but not required

### SALARY

Siegfried offers competitive salaries commensurate with experience and qualifications.

### BENEFITS

Siegfried offers an excellent benefit package, with minimal employee contributions:

- Medical, Dental, and Vision Insurance
- Life and Disability Insurance
- 401 K Retirement plan
- 15 Paid Leave days per year
- 13 Paid holidays per year

*Email your resume to:*  
**[careers@siegfriedeng.com](mailto:careers@siegfriedeng.com)**