



MARKETING ASSISTANT

ABOUT SIEGFRIED

Siegfried is a multidisciplinary design firm, specializing in civil, structural and geotechnical engineering, landscape architecture, surveying, planning, partnering, 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 69 years. Being a client focused firm, Siegfried has gained the reputation as one of the area's leading professional services firm.

POSITION SUMMARY

Siegfried has immediate openings for a **Marketing Assistant** operating out of our Stockton office.

Email your resume to:
careers@siegfriedeng.com

For a sample list and description of Siegfried's vast resume of project types, please visit
www.siegfriedeng.com

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POSITION SUMMARY

In general, the duties of this position consist of, but not limited to, the following tasks:

- » Update project library and maintains current content with project descriptions, resumes, project sheets, and boilerplate documents.
- » 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.
- » Assist with marketing event logistics, including but not limited to staff outings, team building, and corporate events.
- » Ability to work collaboratively with multiple departments on internal initiatives
- » Attention to detail and strong organizational skills.
- » Ability to work under tight deadlines.
- » Strong editing and proofreading skills.

Knowledge, Experience, and Skills

- » Bachelor's Degree preferred - experience in lieu of degree will be considered
- » Adobe Creative Suite - InDesign experience preferred but not required
- » Microsoft Office
- » WordPress experience preferred but not required

SALARY

Siegfried offers competitive salaries commensurate with experience and qualifications.

BENEFITS

Siegfried offers an excellent benefits 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

