



## Marketing Coordinator – Pittsburgh Office

### Background

The Sextant Group, Inc. is a national independent consulting firm offering planning, design and consulting services in a wide range of specialty areas including: audiovisual, IT/telecommunications, building security, specialty lighting, medical equipment, and architectural acoustics/noise vibration.

### Job Description

The Sextant Group has an opportunity for a Marketing Coordinator in our Pittsburgh headquarters to join our rapidly-growing national technology consulting firm. You would work closely with our marketing department in Pittsburgh, plus project managers, business developers and principals across the country.

### Responsibilities Include

- ✦ Writing and laying out project profiles, project descriptions, and other marketing materials
- ✦ Coordinating, assembling and producing marketing packages and materials specifically customized for clients, geographies and market sectors
- ✦ Assisting with presentation materials, including PowerPoint and other graphic applications
- ✦ Researching and tracking opportunities and project information in firm databases
- ✦ Coordinating and tracking the preparation of proposals
- ✦ Assisting with PR activities, event planning, newsletter, advertising, photography, awards submissions, and social media
- ✦ Representing the company professionally in all interactions with clients
- ✦ Functioning as a key part of the team who is punctual, hard-working, and willing to put in extra effort to contribute to the continued success of the marketing department

### Position Requirements

We are open to candidates with 2+ years of experience within the A/E/C industry. The ideal candidate would have

- ✦ Bachelor's degree in Marketing, Communications, or related area
- ✦ Excellent writing and verbal communication skills
- ✦ Proficient in Microsoft Word, plus knowledge of PowerPoint and Excel
- ✦ Experience with in Adobe Creative Suite (especially InDesign and Photoshop) and/or CRM platforms (especially Deltek Vision) a plus
- ✦ Comfortable working both sides of the brain, and have fun doing it

All candidates must be driven to satisfy the needs of end users and have the ability to deliver high caliber end results in a timely manner while operating without direct supervision. Compensation offered is commensurate with experience, and includes excellent benefits package with medical, dental, long term disability, 401K. EOE

All interested candidates should send resume, cover letter and salary requirements in a single PDF file to [HR@thesextantgroup.com](mailto:HR@thesextantgroup.com), with the email subject line "Marketing Coordinator – (Candidate Name)". No calls please. No recruiters.

The Sextant Group, Inc.

[www.thesextantgroup.com](http://www.thesextantgroup.com)

Send resumes to: [hr@thesextantgroup.com](mailto:hr@thesextantgroup.com)

### PITTSBURGH

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