

Position Posting – Marketing Coordinator

Sequoyah Electric is an industry leader in the design, construction and maintenance of electrical and low voltage systems in the Puget Sound Area. We are currently seeking an experienced **Marketing Coordinator** to work in our Redmond, WA office.

Working under the direction of the VP of Sales & Marketing, the Marketing Coordinator is responsible for supporting company-wide marketing initiatives including public relations, market research, graphic demands, social media accounts, and creation and maintenance of all marketing/sales materials. An ideal candidate will be an energetic, self-directed, ambitious individual interested in leading the company's marketing and communications campaign. Position responsibilities include graphic design, information gathering, and writing for various marketing materials such as brochures, company newsletters, press releases, website updates, presentations, and qualifications packets/proposals, as well as company and team resumes and project profiles.

Qualification Requirements:

- Bachelor's degree in Marketing, Communications, or other relevant degree program
- Five years of marketing experience preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job
- Previous experience working in the construction industry is a plus
- Extensive writing and editing capabilities including copywriting, creative and technical writing
- Excellent design and visual communications acuity and capabilities
- Demonstrated ability to think out-of-the-box to develop creative, innovative, marketing strategies
- Experience in the construction industry or associated industries and/or understanding of construction a plus
- Exceptional computer skills (Adobe Creative Suite, including Photoshop and InDesign, desk-top publishing, Excel, Word, PowerPoint, graphic design skills, etc.).
- Experience using social media channels and tools for business related activities
- Strong organizational skills along with excellent oral and written communication ability; Maintains a continuous attention to detail in composing and proofing materials

Employee Benefit Program includes:

- Employer paid medical, dental and vision for employee and dependents
- 401(k) and Roth(k) retirement plans
- Holiday, vacation, and sick leave compensation
- Employee and Dependent Life Insurance; Long-Term Disability and AD&D income protection
- AFLAC supplemental healthcare coverage and unreimbursed medical plans also available

How to apply:

Email cover letter and resume to hr@sequoyah.com with the title of the position in the subject line. For other application accommodations, please call 425.814.6000. Learn more at www.sequoyah.com.

Sequoyah is an equal opportunity employer. We are a non-smoking facility and a drug and alcohol free workplace. All new hires and employees are subject to drug testing in accordance with company policy.

