

**CREATIVE MARKETING COORDINATOR  
HENSEL PHELPS  
IRVINE, CA**

Hensel Phelps employees are highly motivated, dedicated and ambitious. Cultivating a diverse workforce is an important part of our culture. Working at Hensel Phelps offers both a life-enriching experience as well as a rewarding career. Hensel Phelps is a collaborative environment; employees are empowered to take leadership roles and grow with the company. We offer extensive training, great benefits, the opportunity to build wealth and a tight knit culture and community.

Hensel Phelps proudly supports the communities in which we live, build and work. This commitment is demonstrated by our community service projects and small business development programs. Many of our projects serve as landmarks for communities. Our aim is to work closely with friends and neighbors in the communities we serve to make improvements that will remain long after a project is complete.

Hensel Phelps is one of the largest employee-owned general contractors in the United States. Specializing in building development, construction and facility services, Hensel Phelps brings their clients' visions to life with a comprehensive approach that begins with innovative planning and extends throughout the entire life of the property. This approach, commonly referred to as The Hensel Phelps Way, has been the foundation of the company for over 80 years. Whether a recent graduate or an industry vet, employees find a home as part of the Hensel Phelps family.

**To be considered for this position, please apply to Req # 22832 listed on the Hensel Phelps Careers Website (<http://www.henselphelps.com/careers>).**

The Creative Marketing Coordinator will report to a Proposal Manager and work within our overall Project Planning and Development Group. The Creative Marketing Coordinator will be responsible for developing and preparing the responses to multiple simultaneous RFQs and RFPs by coordinating the end-to-end process of project proposal production. This comprehensive development will include all the parts and pieces of a proposal, with an emphasis on creative and accurate production including typing, reproduction, binding and shipping. The Creative Marketing Coordinator should demonstrate a proven ability to foster synergy across a diverse team of design & construction professionals.

**Essential job functions include:**

- Graphic layout
- Assembly of response to RFQ/RFP solicitations
- Proposal template creation
- Graphics creation
- Project development assets management (e.g., photos, reference letters, reprints)
- Creating and maintaining project development peripherals and historical proposal information
- Award submittals
- Presentations
- Production and quality assurance of all deliverables
- Excellent organizational skills and attention to detail
- Collaboration in a team environment
- Event planning

The position may require the new hire to be assigned to a project with specific badging or other security requirements, which may require the Company, Owner, or third party to conduct a criminal or other background check.

**Preferred qualifications:**

- Proficiency in Adobe Creative Suite (InDesign, Photoshop & Illustrator) and Adobe Acrobat
- Strong creative graphic layout capability
- Self-starter with proactive problem-solving capabilities
- Ability to prioritize tasks when faced with multiple deadlines
- Strong writing, editing and verbal communication skills
- Advanced user of Microsoft Office Suite (Word, PowerPoint, Excel & Outlook)
- Experience in Database Applications (Microsoft Dynamics CRM)
- Knowledge of both private and federal procurement requirements and regulations a plus
- Experience as an AEC Marketing Coordinator is a plus
- A 4-year degree in Graphic Design, Journalism, Communications, Marketing, Fine Arts, English or related discipline

Hensel Phelps is an equal opportunity employer and contractor. All qualified applicants will receive consideration for employment without regard to their protected veteran status, nor will they be discriminated against on the basis of disability.

EOE AA M/F/Vet/Disability

Hensel Phelps will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Hensel Phelps' legal duty to furnish information.