

Marketing Coordinator 1
Non-Exempt
J.E. Dunn Construction – South Central Division

- Work with Business Development and Operations Leadership to prepare product required for Requests for Qualifications, Proposals, presentations and interviews.
- Keep Marketing Information Database up to date.
- Review Dodge Reports, Commerce Business Daily and Construction Market Data to research leads for jobs.
- Monitor and update photo resources.
- Can create basic “request for proposal” (RFP) responses, including preparing collateral materials.
- Perform additional duties as assigned.
At least one year previous experience.

- Bachelor’s of Arts in Marketing, Journalism, Business, or equivalent training and experience.
- InDesign, Word, Excel

To apply, please visit <http://www.jedunn.com/>