

Job Title: Marketing Assistant**FLSA Status: Non-Exempt****Reports to: Marketing Director**

SUMMARY

BKV Group is a full-service architecture, engineering, interior design, landscape architecture and construction administration firm with offices in Chicago, Minneapolis, and Washington, DC. The marketing and administrative groups support all offices and strategic growth nationwide.

Marketing Responsibilities:

- Together with the MN office, assist in conference coordination including scheduling, ordering and preparing for conferences and conference-related communication efforts.
- Support staff with management of contact management system.
- Prepare marketing meeting materials and Statements of Qualifications as requested, with an eye for detail.
- Assist with preparation of proposals and presentations, working with local and MN staff using established processes.
- In cooperation with other locations, assist with organization, collection and maintenance of information for local office projects and staff, to maintain collateral and overall database integrity.
- Assist with research to support business development and marketing communications, as needed.
- Handle shipping requests, postage/mail, deliveries, supply and misc. lunch ordering with MN office.
- Assist with filing and electronic file maintenance.
- Assist in new hire employee setup and office orientation with MN office. Assist IT with new computer and phone set up when needed.
- Assist with other marketing and support needs, as required.

Job Requirements:

- Bachelor's degree with 1-2 years' relevant experience (or equivalent), preferably in architectural, engineering, construction, or professional services environment.
- Strong MS Office Suite skills required, and working knowledge of Adobe Creative Suite, specifically InDesign.
- Ability to work well under remote manager and both local and national teams.
- Proactive approach with excellent organization, time management, prioritization and attention to detail. Uses time effectively with little supervision.
- Self-Directed Problem Solver: Uses logic to solve problems and works to understand unfamiliar subject matter.
- Must work well with a variety of personalities.