

Position: Marketing Specialist
Bellingham or Arlington, Washington

Hours Negotiable from Part Time to Full Time
Wage D.O.E.
All inquiries are confidential
geotest-inc.com

GeoTest Services, Inc. is a service-based company providing geotechnical engineering, building science, environmental consulting, construction special inspection and testing services within the development industry. Exceeding 25 years in business, GeoTest participates in some of the most interesting development projects in our region. Our company maintains three offices and two accredited construction materials laboratories.

GeoTest is looking to fill the position of Marketing Specialist. The Marketing Specialist collaborates with our business team to produce a variety of materials to targeted client and project opportunities. This position provides an opportunity to grow with a 50-person company in a thriving industry and region.

The successful candidate must be a skilled writer, collaborator and a self-starter that can manage multiple projects in a highly organized fashion. Responsibilities include creating qualifications and proposals, designing marketing materials, managing marketing data, and supporting business teams.

The advertised position may be based out of either our Arlington or Bellingham office. Periodic presence at our secondary office will be necessary. Workloads are busy throughout the year with higher demand in the winter season.

Qualifications:

- Bachelor's degree in related field is preferred.
- Two years or more of marketing/sales experience is preferred. Experience in writing Statement of Qualifications in the development, engineering, construction or related industry would be ideal.
- Excellent writing and editing skills, with the ability to write industry-focused content.
- Ability to work in autonomous and independent manner to produce polished and professional product.
- Ability to collaborate with peers, clients and staff members in sometimes stressful and time sensitive situations. Excellent interpersonal skills, including diplomacy and discretion.

- Proficiency preferred in Adobe Creative Suite (InDesign, Photoshop & Illustrator) and Microsoft Office. Experience with CorelDraw is a plus.
- Demonstrable initiative, creativity, flexibility, and persistence.
- Strong design and social media skills.

Duties and Responsibilities

- Proposals and Presentations: Statement of Qualifications (SOQ) & submittal development.
- Marketing Materials: design and development.
- CRM: assist with development and management.
- Events: Support, organize, and participate with projects, conferences, trade shows, and meetings.
- Administrative Materials and Support: Maintain the marketing database to ensure the continuous recording of all relevant project, employee resume, and client information.
- Update and maintain social media presence.
- Create and maintain inventory of photography, graphics, and marketing archive files.
- Perform other administrative tasks as directed to support GeoTest.

Please send resumes via email to:

GeoTest Services, Inc.
Careers@geotest-inc.com

GeoTest is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.