

KS Engineers, P.C. (KSE), a mid-size engineering and construction management firm with offices in New Jersey, New York, Pennsylvania and Connecticut is currently looking to hire full-time **Proposal Coordinator/Marketing Coordinator**. **Location of this position will be at any of the major KSE offices located in NY, NJ, PA or CT.**

Job Requirements

The successful candidate must have the following qualifications:

Bachelor's Degree in Business, Marketing, or a related field
A strong understanding of the engineering and construction industry
Strong familiarity with New York City, New York State, and New Jersey agencies; additional knowledge of Pennsylvania and Connecticut agencies is desirable.
A minimum of five years of experience in proposal development/coordination for A/E/C firms
A successful track record of preparing and producing proposals in the Architectural/Engineering/Construction (A/E/C) industry
Familiarity with the preparation of SF 254, SF 255, SF 330, and other forms
Strong skills to analyze RFP documents
Strong document editing skills
A good sense of aesthetics and design for the use of graphics for A/E/C marketing documents
A strong sense of what makes an effective proposal presentation
Thorough attention to details
Strong communication skills (written and oral)
Able to communicate well with staff and technical discipline leaders
Good leadership/motivation skills
Good work ethics
Ability to work overtime when necessary to meet deadlines
Good time management skills and ability to multi-task
Proficient in MS Word, Excel, and PowerPoint
Knowledge of graphics software, including Photoshop in particular, is desirable.

About KSE: KSE is a full-service engineering and construction management firm ranking in the ENR Top 500 for design and ENR Top 100 for construction management. We are headquartered in Newark, New Jersey, with regional offices in New York City and Newburgh, NY; Philadelphia and Pittsburgh, PA; Mount Laurel and Mount Arlington, NJ; and Rocky Hill, CT.

KSE offers an attractive and highly competitive compensation package including, but not limited to, Comprehensive Major Medical and Prescription Plan(s); Vision and Dental Care Plans; Short- and Long-Term Disability; Company Paid Life Insurance; Flexible Spending Account (FSA); a 401(k) Retirement Plan; a generous vacation, holiday, and sick leave package; and free identity theft monitoring.

KS Engineers, P.C. is an EOE/AA/VEV/Disabled Employer. KSE will not discriminate on the basis of race, color, religion, creed, sex, national origin, marital status, age, disability, veteran status, citizenship status, or other status protected by law.

Send resume and cover letter to hkandeel@kseng.com