

JOB DESCRIPTION

Marketing and Communications Specialist

As the primary internal point of contact for marketing and external communications, the Marketing and Communications Specialist (MCS) contributes to Bunt's presence in the local transportation planning and engineering market, helping to communicate the values, reputation and areas of work that we take on. Reporting to the President, the Marketing and Communications Specialist works closely with leadership, project managers and other internal/external stakeholders to support various communications initiatives. The MCS is strategic, collaborative, creative and organized with a meticulous attention to detail.

Location: Vancouver

Employment Type: Full-time, term (16 – 20 months)
(July 4 2022 -)

Duties and accountabilities include:

Proposal support:

- Regular tracking of Requests for Qualifications, Proposals, Expressions of Interest
- Proposal Preparation Coordination: assisting Bunt professional and technical staff in developing a proposal plan from kick-off meeting to production, assembling proposal preparation resources, establishing and monitoring proposal deadlines
- Proposal document preparation: document design and layout, assembly of supporting marketing collateral such as resumes, project experience, etc., preparation and sourcing of graphics and images, integrating scope and fee content from others, final editing and formatting to ensure quality and design standards are met, and print management

Marketing and Communications:

- Maintain company visual and brand identity/standards
- Maintain marketing tools and collateral including project database and corporate promotional literature
- Sourcing, formatting, and maintaining digital asset databases including photo editing, developing and organizing imagery and graphics related to projects, people, and precedent images suitable for use in resumes, reports, proposals, presentation boards, website, etc
- Maintain/update resumes, promo sheets, and presentations
- Source, coordinate and maintain supplies of promotional products and branded items for staff and external events
- Create, update and monitor updates for website and social media, relating posts and articles to Bunt's successes, values and marketing plans
- Maintain Bunt's client/project databases
- Provide research assistance for business development and marketing initiatives

- Coordinate and/or support corporate and location-specific marketing and communications events and initiatives including those for staff, professional affiliations, educational/recruitment events and presentations

Qualifications:

Experience and Educational Requirements:

- Bachelor's degree from an accredited college or university in English, marketing, communications, public relations, journalism or related discipline
- Three (3) years' corporate communications experience, preferably for a small-medium sized company in the architecture/engineering/construction industry
- Minimum of one (2) years' experience in providing digital content for corporate website and social media content
- Minimum of one (2) years' of experience in supporting and coordinating proposals

Required skills:

- Excellent verbal and written communication skills, including the ability to convey complex messages succinctly and with clarity
- Proficiency in Word, Excel, Adobe Creative Suite, Canva and other graphics programs
- Experience with WordPress website platform
- Experience with social media management
- Proven ability to work under tight deadlines and handle pressure
- Willingness to work extended business hours from time to time to meet deadlines
- A keen eye for detail and strong organizational skills
- Self-starter who can work in a collaborative environment

Bunt & Associates offers a supportive work environment which includes the opportunity to have a hybrid work from office/home arrangement, a vibrant and dynamic social culture, competitive compensation/total rewards package.

Bunt & Associates is committed to recruiting and retaining our talented, diverse workforce that represents the communities that we work with. We encourage all qualified candidates to apply.

To apply, please send your resume and covering letter which highlights how you would be an ideal fit for this role to careers@bunteng.com no later than 20 June 2022.