



**Title of Position**  
Marketing Coordinator

**Job Type**  
Full Time

**Reports To**  
Business Operations Manager

## Marketing Coordinator

H2E solves problems and does the right thing for our clients and team members. The result is world-class electrical engineering, process, and designs. We work with Mining, Light Metals, Hydro Electric, Cement, Aggregates, WWTP, Utilities, DOE, Food Processing, Manufacturing, and Wood Products clients in the US and other countries.

### About Your Work:

The Marketing Coordinator (MC) is responsible for coordinating overall marketing activities for H2E, proposal coordination, and maintaining data needed to provide marketing analyses. In this role you will coordinate all marketing activities, coordinate and assist with the writing of documentation, prepare document templates, format documents using previous templates, proofread, and deliver final content. You will also audit marketing data to ensure that it is updated and maintained for analysis. The MC is an hourly position that reports directly to the Business Operations Manager.

### Responsibilities

#### Marketing Support

- Support the Client Marketing Lead in developing and issuing client communications such as surveys and project summary reports.
- Create and update marketing collateral, including brochures, newsletters, qualification packages, and social media content.
- Participate in the creation of current and engaging content for the company's website and social media platforms.
- Coordinate overall marketing activities within H2E
- Support marketing events, trade shows, and conferences.

#### Proposal Coordination

- Coordinate the development of proposals, qualifications packages, and presentations.
- Collaborate with Client Managers, Project Managers, and Subject Matter Experts to gather necessary information for proposals.
- Review, edit, and format proposal content to ensure clarity, consistency, and compliance with client requirements.
- Coordinate proposal schedules and due dates, ensuring timely submission.
- Maintain the library of proposal templates, resumes, project closure, and other reusable content.

#### Database Management

- Coordinate with Client Managers, and Project Managers to ensure that new business opportunity data is accurately captured and maintained.
- Assist with the development and issuance of Forecasting reports.
- Maintain Revenue Generation data and publish reports within the company for analysis.
- Audit the company's CRM system to ensure relevant project and client information is maintained.



## Marketing Coordinator

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### Qualifications

- Bachelor's degree in marketing, Communications, or Supply Chain Management preferred, other relevant industry experience in lieu of a degree considered.

### Desired Skills

- Excellent written and verbal communication skills
- Experience with CRM systems
- Experience with Resource Planning systems
- Proficiency with Word, PowerPoint, and Excel
- Strong organizational skills and attention to detail
- Ability to manage multiple projects and deadlines
- Knowledge of electrical and/or industrial terminology preferred

### What H2E Offers

- Competitive Wages
- Health/Dental/Vision Benefits
- 401k/Profit Sharing
- Flexible Hours
- Holiday, Sick, and Vacation Time
- Opportunity for Advancement
- Amazing Team Environment

### How to Apply

Please review the position posting and respond with cover letter and resume. Apply via E-mail to [recruiting@h2einc.com](mailto:recruiting@h2einc.com)