



CivilTech Engineering is a consulting firm specializing in the fields of structural and construction engineering. We provide design and consulting services for a wide variety of public works projects, such as Sound Transit's Link Light Rail and WSDOT's SR99 Bored Tunnel Project.

We are looking to add a **Project/Marketing Coordinator** to our team. CivilTech offers competitive pay (depending on experience), medical /dental/vision insurance for the employee, short/long term disability, 401K plan with company matching, and vacation/sick/holiday pay. We are conveniently located in Downtown Bellevue, just a couple blocks from the Bellevue Transit Center. Typical work hours are Monday through Friday, 8:30AM to 5:30PM.

The successful candidate will be highly motivated, well organized, thorough, trustworthy, a team player, have excellent verbal and writing skills, and have the ability to learn new skills independently. Following are general responsibilities for the position:

**Job Description/Responsibilities (Required):**

- General Administrative Duties - Answer phones and greet clients at front desk, set up meetings, set up contract files, reproduce and collate reports, edit/proofread/compile Word documents, organize files and office library, maintain common office areas, assist in organizing office functions, conduct research for office needs, etc.
- Project Assistant Duties - Download construction plans/specifications and highlight relevant sections for engineer review ; assist with preparing responses for invitations to bid; assist with preparing fee proposals; assist in reviewing and negotiating client contracts; process and track contract change orders; process and track insurance certificates; assist with preparing technical memos and engineering deliverables; post process field data; maintain project list.
- Marketing Duties - Research upcoming projects; prepare roster submittals or proposals; write project descriptions, employee resumes, cover letters for proposals; possess basic graphic layout skills (using Microsoft Word). Will attend pre-proposal meetings as a CivilTech representative to obtain information about upcoming projects.
- Accounts Payable/ Accounts Receivable – Assist in preparing monthly invoices to clients, log in payments from clients, process checks to vendors. This task requires working knowledge of Excel (using mathematical formulas and formatting - nothing advanced). Basic math skills are necessary.

**Job Description/Responsibilities (Preferred but not required. Willingness to learn these skills is a plus.):**

- Computer Software and Hardware Skills - Ability to install software, set up new computer work stations, update virus protection, map network drives, setup email accounts, replace computer components, troubleshoot basic computer/printing errors.
- Graphic Layout or Design Skills - Working knowledge of Photoshop or Publisher, ability to arrange text, logos, and graphics in an aesthetically pleasing layout.
- Database Experience - Writing databases or experience using databases.
- CAD drafting skills – Basic knowledge of civil, structural, and/or architectural drafting.

Minimum skills necessary to successfully fulfill this position:

- MS Word - General word processing, use Track Changes, create table of contents using styles, insert and format pictures/tables/figures with captions
- MS Excel – Use formulas, filters, and basic auditing functions
- MS Outlook – Set up email accounts, export pst files, set up out of office assistant, use calendar to request meetings
- Previous work experience in a professional office setting is preferred. Work assignments vary widely, so adaptability to new and unfamiliar tasks is essential. The successful candidate must enjoy working independently, but must be able to effectively communicate with other employees, clients, and contractors via email, phone, and in-person communications.
- Knowledge of the engineering and construction industry is beneficial, but not required. Training will be provided. However, interest and the desire to learn about public works infrastructures are essential. Visit [www.civiltechengineering.com](http://www.civiltechengineering.com) to learn more about our projects and clients.

If you are interested in this position, please email your resume and a cover letter with your past salary history and a thoughtful explanation of why you think you are a good candidate for this position.