



**SUSTAINABLE ENVIRONMENT, ENERGY,
HEALTH & SAFETY PROFESSIONAL SERVICES**

PROPOSAL COORDINATOR

Part Time
Anchorage, Alaska

NORTECH, Inc.



Accounting Office:
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www.nortechengr.com

NORTECH is a growing *Environmental, Engineering, and Health & Safety* consulting firm providing professional services from offices in Fairbanks, Anchorage and Juneau.

We are seeking a self-starting, motivated individual with progressively responsible proposal coordination and marketing experience to join our state-wide professional team in our Anchorage office.

The proposal coordinator will be working as part of a team with professional staff to coordinate and deliver high-quality engineering, environmental, planning, and related proposals to private and public clients and will report directly to the company CEO.

The successful candidate will be highly organized and have strong interpersonal and writing skills.

Duties & Responsibilities:

- Strengthen and enhance **NORTECH's** marketing program.
- Work with technical and professional staff to develop company and discipline resumes.
- Update and revise **NORTECH's** Statement of Qualifications.
- Website content.
- Complete the drafting and editing of technical proposals.

Qualifications: 5+ years progressively responsible marketing or related management experience required. Prefer someone with professional/consultant marketing experience. Experience working as a marketing person in an engineering or EEHS related professional firm is a plus. Must have:

- Strong communication and writing skills.
- Organizational skills.
- Proficiency with
 - Microsoft Office 365 suite.
 - Project management software.
 - Proposal software.
 - Database management.

Hours: Full-time, 40 hours/week; 8 a.m.-5 p.m. Monday-Friday, 4-10 hr week available.

Compensation includes a SIMPLE IRA, life insurance, and other benefits with pay based on experience (DOE).

Please send your resume with salary requirements and references to our Fairbanks office, marketing@nortechengr.com, or fax it to (907) 452-5694.