

CRM/DATA COORDINATOR HICKORY, NORTH CAROLINA

McGill serves public and private clients throughout the Southeast. The range and depth of McGill's expertise includes a wide spectrum of engineering services, land planning and recreation, as well as financial and management consulting services. ***We are currently seeking highly motivated candidates for a CRM/Data Coordinator in our Hickory, North Carolina office.***

Our foundation is built on creating comprehensive solutions in a personal way. Collaboration is the key to our success and clients are an integral part of every project at McGill. By building lasting relationships with communities, we understand our clients' visions and project goals. Our dedicated project team focuses on delivering a customized solution for each unique community.

We help our clients identify challenges, formulate responsive solutions, and manage successful project completion. Through partnership, we shape the best results for each client and community.

Essential Duties and Responsibilities

The CRM/Data Coordinator manages the firm's customer relationship management software and ensures data integrity for proposal development. This position will assist with other assigned marketing duties.

- Oversee the CRM software; oversee the integration of the CRM software and project management software
- Organize all proposal data including project descriptions, resumes, general language, etc.
- Maintain and update all required government forms (DOT, 330's, 254's, etc.)

- Assist with improving the efficiency of proposal development
- Edit and assist with coordination of proposal submissions
- Gather content, graphics, and relevant information to assist with proposal development and other marketing needs
- Develop periodic content to be shared both internally and externally
- Collaborate with office managers, practice leader(s), and project managers to understand history of projects, clients, and the work currently underway
- Collaborate and support marketing, business development, and other teams as required
- Serve on committees and/or teams, as request by management
- Other duties as assigned

Education and/or Experience

- Minimum of a Bachelor's Degree in Marketing, Communications, Business Administration, or similar field of study is strongly preferred
- Minimum of 2 years of experience in data management, customer relationship platforms, communications, or other relevant experience is strongly preferred
- Proficiency in Microsoft Office required
- Experience in AEC360 preferred
- Experience in Deltek Vision preferred
- Experience in Adobe Creative Suite (InDesign/Photoshop) preferred
- Exceptional oral and written communication skills required
- Strong organizational and multi-tasking skills required
- Ability to work under stringent deadlines

How to Apply

To apply, please email resume to recruiting@mcgillassociates.com. Please list "CRM/Data Coordinator" in the subject line of your email.

McGill Associates is an Equal Opportunity Employer. All terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training comply with the regulations of Title VI and VII of the Civil Rights Act of 1964. Employees are entitled to work in an environment free from any kind of unlawful discrimination or harassment.

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. McGill Associates participates in E-Verify.

McGill Associates conducts background, credit, and motor vehicle checks in compliance with all federal and state statutes. An offer of employment may be extended to an applicant prior to the completion of these checks, but the applicant may not begin work until the completion and approval of the results.

McGill Associates conducts pre-employment, random, project specific, for-cause, and post-accident drug screens in accordance with all federal and state statutes.

McGill Associates will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. All McGill Associates' facilities comply with the Americans with Disabilities Act. Persons with hearing and/or speech impairments may contact McGill Associates by dialing 711 to access the state Relay Service for TTY/TDD.