



**Engineering and Consulting
Service Excellence Since 1974**

NOW HIRING: MARKETING/BUSINESS DEVELOPMENT REPRESENTATIVE

Job Description:

Commonwealth Engineers, Inc. has an opening for a full-time results-oriented Marketing and Business Development Representative in our Bowling Green, Kentucky office. Candidates must be professional and highly organized with the ability to multi-task and meet tight deadlines.

Responsibilities:

- Primary daily responsibilities involve management support functions such as preparing memos and correspondence, preparing mailings, and scheduling
- Ensure Kentucky marketing and business development meet corporate goals and standards
- Serve as the primary point of contact and communication between the Kentucky office and Corporate marketing and business development staff
- Manage and attend client sales/business development events, conferences, and tradeshow primarily in Kentucky, however some travel in Indiana may be needed.
- Maintain a good working relationship with industry and trade organizations
- Excel spreadsheets and data analysis
- Creation of PowerPoint presentations
- Meeting minutes
- Copywriting, proofreading, and database management as needed

Qualifications/Skills:

- Minimum of an Associate's degree, related training, and/or 5 years of administrative experience
- Dependable and professional team player
- Strong written and verbal communication skills
- Outgoing with the ability to network
- Proficient in Microsoft Office Suite (Outlook, Publisher, Word, PowerPoint)
- Highly Experienced in Excel
- Proficient in online/intranet navigation
- Technical writing experience is a plus
- Strong organizational, problem-solving, and record-keeping skills
- Eager and quick to learn
- Desire to acquire a general understanding of the water resource industry
- Creative with strong attention to detail
- Ability to travel/valid driver's license is required (mileage will be reimbursed)

Benefits:

For the past 50 years, Commonwealth has earned our reputation as a leader in the water resource industry. Join our award-winning engineering and consulting firm and receive these benefits:

- Competitive base salary
- Medical, dental, and vision insurance
- Long-term and short-term disability insurance including maternity leave
- Supplemental insurance
- AD&D coverage
- Matching 401(k) & profit sharing
- Annual performance bonus
- Additional incentive pay for each hour worked in excess of the 40-hour schedule
- Paid time off and holidays
- Flexible scheduling
- Professional development opportunities
- Employee outings



Applicants should e-mail a cover letter and resume to hiring@contactcei.com or submit online:

commonwealthengineers.com/careers