

## Marketing Coordinator – Akron, Ohio

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Welty Building Company Ltd., an established and growing commercial construction company, is seeking to fill a key position. Welty, headquartered in Northeast Ohio with more than 70 years of building experience throughout the Midwest and Atlantic, has an excellent opportunity for a Marketing Coordinator in the Fairlawn, Ohio office.

At Welty Building Company, we live our terminal values of **Family, Safety, Communications, Diplomacy, Prosperity and Personal Growth**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

### **Position Description:**

Provides overall marketing support to the Business Development/Marketing team by maintaining the Company Brand through the creation of high quality proposals, presentations, correspondence, and marketing materials.

### **Essential Duties and Responsibilities:**

- Assist Marketing Team with coordinating the assembly and production of proposal/presentation process: writing and/or editing text, design layout, graphics, resumes, schedules, etc.
- Create project description sheets, organization charts
- Proofread marketing documents for quality control
- Compile, update and maintain Business Unit employees' resumes
- Monitor, prepare and update experience lists of employees
- Create customized presentations using PowerPoint
- Assist with updates to company websites using WordPress
- Collaborate effectively with all levels of employees from Senior Executives to Field Personnel
- Assisting in event planning

### **Qualifications:**

The ideal candidate is a positive individual who is detail oriented, reliable, motivated, and organized, has the ability to meet deadlines, and has strong written and verbal communication skills. Minimum four year degree in marketing or related field and five years related experience or equivalent combination of education and experience. Experience working with Customer Relationship Management (CRM) System preferred. An advanced proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) is a must. Adobe InDesign, Illustrator, Photoshop - graphic design skills are a plus. Must be willing to work occasional evening and/or weekend hours. Salary commensurate with experience.

Welty offers competitive compensation and benefits package. Interested candidates can send their resumes in confidence to [careers@thinkwelty.com](mailto:careers@thinkwelty.com).

**Welty Building Company Ltd. is an equal opportunity employer.**