



TEC ENGINEERING, INC.

WE ARE HIRING!

JOIN OUR TEAM! MARKETING COORDINATOR JOB SUMMARY:

We are seeking a highly motivated, detail-oriented, and organized individual to join our team as an Entry-Level Marketing Coordinator. This role is perfect for someone looking to start their career in marketing, with opportunities for growth and skill development. You will assist with marketing proposals and some administrative tasks.

KEY RESPONSIBILITIES

- Assist in the creation, editing, and distribution of marketing materials (e.g., proposals, social media content).
- Help manage social media accounts, including posting updates and monitoring engagement.
- Conduct market research and assist with customer outreach efforts.
- Assist with prequalification renewals.
- Support the planning and execution of marketing campaigns.
- Organize and schedule meetings.
- Support the team with various ad hoc tasks as needed.

QUALIFICATIONS

- Associate's or Bachelor's degree (preferred) in Marketing, Business, Communications, or related field is a plus.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Basic understanding of social media platforms (X, Instagram, LinkedIn).
- Ability to work both independently and in a team setting.
- Enthusiastic and willing to learn new skills.

Send your resume to apply now or reach out with questions:

✉ arahall@teceng.com

For more information, visit our website at

🌐 www.teceng.com

WHAT WE OFFER:

- Competitive entry-level salary.
- Opportunities for professional development and career growth.
- A collaborative and supportive team environment.
- Hands-on experience in marketing functions.



BENEFITS

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Paid training
- Professional development assistance
- Relocation assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

SALARY: \$45,000 / YEAR

How to Apply:

Please submit your resume and a brief cover letter to **arahall@teceng.com**.

Include "Marketing Coordinator Application" in the subject line.

We look forward to hearing from you!

Send your resume to apply now or reach out with questions:

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