Administrative and Marketing Assistant

Morabito Consultants, a 23-person engineering firm in Sparks, Maryland, is currently seeking an administrative professional with dual responsibility -- to support all levels of our staff in the day-to-day operations to keep our office running efficiently and to work with our marketing staff in responding to Request for Proposals. This is a full-time position M-F, 8:00 to 4:30.

Qualifications and Skills:

Minimum 5 years' experience in administrative roles.
Proficient in Microsoft Word, Excel, and Outlook. Knowledge of Access a plus.
Solid writing, editing and proofreading skills
Exceptional time management and organizational skills
Detail oriented
Ability to work independently and as a team player
Ability to multi-task
Positive attitude and strong work ethic
US Citizen or Permanent Resident

Job Responsibilities:

As Administrative Assistant:
Support/Assist all levels of staff in day-to-day operations
Maintain project and client databases
Format and edit word documents (letters, reports, proposals, and specifications)
Manage professional licenses for firm and owners; assist project engineers with license applications
Order office supplies
Maintain and organize project files
Coordinate deliveries and shipments
Assist with planning and coordinating office social events

As Marketing Assistant:
Edit, organize, and update engineer resumes, project descriptions and other content
Search project database and develop marketing material in response to Request for Proposals.
Prepare marketing packages for new clients

Morabito Consultants offers a family-oriented, casual work environment where people enjoy coming to work. We value the contributions our employees make to our success, and we demonstrate that through competitive salaries, bonuses, and exceptional benefits.

Interested candidates should submit a resume and cover letter expressing their interest in the position, detailing an overview of their qualifications. Please email to: careers@morabitoconsultants.com