



6821 SW Archer Rd
Gainesville, FL
32608

APPLY ONLINE
www.waterandair.com



CAREER OPPORTUNITY

Proposal/Marketing Coordinator

Administrative Department

Summary

Water & Air is looking for an outgoing and energetic Proposal/Marketing Coordinator looking to take their career to the next level with a great company and incredible culture. You will focus on marketing initiatives, working both independently and collaboratively with Client Service Managers and the firm's leadership to win projects.

Responsibilities

- Lead the proposal development process, including writing, editing, and formatting responses to Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and other client solicitations
- Coordinate, write, edit, proofread, and prepare items such as statements of qualifications, proposals, resumes, and project descriptions.
- Support document production efforts from start to submission.
- Develop outlines, compliance documents, and conduct market research and competitor analysis.
- Maintain databases and internal content files including images, resumes, tables, and client evaluations, etc.
- Support business development with market research to understand client needs, competitive positioning, and industry trends.
- Assist in gathering and analyzing feedback from completed proposals to identify areas for improvement.

Qualifications

- Bachelor's degree in Journalism, English, Communications, or Marketing, but will consider other related fields of study or an Associate's of Arts with 5 years of related experience.
- Minimum of 3 years of relevant marketing experience required, preferably with an engineering, construction, or scientific firm.
- Technical writing experience required.
- Advanced computer proficiency in all Microsoft applications (Word, PowerPoint, Excel) and Adobe Acrobat.
- Proficiency with Photoshop, InDesign, or similar software.
- Outstanding creative writing and editing skills (grammar, spelling, conciseness, etc.).
- Familiarity with social media content via Facebook, Instagram & LinkedIn a bonus.
- Valid Driver's License with a driving record in good standing required.

About Water & Air Research, Inc

Water & Air Research, Inc. is a multidisciplinary, employee-owned environmental engineering and consulting firm comprised of engineers, geologists, biologists, environmental scientists, planners, and support staff. Water & Air provides a wide range of services to private and public clients throughout Florida and other regions of the United States.

Founded in Florida in 1970, Water & Air employs more than thirty-five staff members at our corporate office in Gainesville, Florida. Since the Company's inception, Water & Air has helped clients deal with vital environmental issues while promoting environmental responsibility.

Water & Air maintains a drug-free environment and equal employment opportunity (EEO) employer

Water & Air is an EOE/AAP/DFWP/Smoke Free/E-Verify Employer

To apply, please send your resume to HR@waterandair.com