



Korsmo Construction
1940 East D Street, Suite 300, Tacoma, WA 98421
(253) 582-6712 | www.korsmo.com

Business Development and Marketing Coordinator

Work Hours: Full time, Monday through Friday, 8:00 a.m. to 5:00 p.m. (occasional evenings/weekends for events)

General Description:

The Business Development and Marketing Coordinator works directly with Marketing and Business Development managers in event planning, office administration, and distribution of a variety of multimedia marketing deliverables. This position will manage a variety of office administrative functions and help promote Korsmo Construction through social media engagement and coordination of internal and external events. The position requires visiting active construction jobsites and attendance at various events.

Essential Duties and Responsibilities:

- Work with Marketing Manager to support development and delivery of proposals and qualification packages.
- Work with Marketing Manager to support development and delivery of marketing collateral, including brochures, project sheets, posters/flyers, invitations, etc.
- Work with Business Development Manager to implement business development plan and strategy.
- Plan and attend all events, including internal team events, golf tournaments, groundbreaking ceremonies, industry events, client appreciation events, holiday parties, etc.
- Procure and maintain event materials, including banners, tents, tablecloths, and promotional items.
- Work with Marketing Manager in maintaining the Korsmo brand to ensure continuity and consistency.
- Serve as an administrator of social media accounts (Facebook/LinkedIn/Instagram/Twitter) and track/like/share social media posts tagging Korsmo, and track posts from our clients, architects, and engineers.
- Take pictures and videos for project milestone moments for social media and website content.
- Ensure timely social media posts with support from Marketing Manager.
- Coordinate internal office décor and communications: maintain photo slideshow, wall photos, holiday decorations, event posters, announcements, etc.
- Coordinate professional photography for completed project photos and staff headshots.
- Provide backup photography at events as needed.
- Coordinate orders and distribution of holiday gifts, promotional items, and logo wear.
- Maintain procurement and storage of stationery and office supplies.
- Assist Marketing Manager with website content updates.
- Manage conference room scheduling and maintenance.
- Maintain and stock coffee station and break room.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Marketing, Communications, Journalism, English, or related field (equivalent combination of education/experience may be substituted)
- At least three years of marketing, office administration, and/or event planning experience
- Excellent interpersonal, writing, and communication skills
- Proficiency in Microsoft Office and social media platforms (Facebook/LinkedIn/Instagram/Twitter)
- Experience with Adobe InDesign and/or Photoshop a plus
- Experience with WordPress or website content management a plus
- Ability to interface well with clients, community partners, and all levels of the organization

Application:

To apply for this position, please send your resume to lenebrad@korsmo.com.