



POSITION: Marketing/Proposal Coordinator (Cincinnati, OH)

L&B, a global airport planning and consulting firm operating in the U.S. and internationally, is currently seeking an experienced **Marketing/Proposal Coordinator with an A/E background** to join our dynamic team of professionals located in our Cincinnati, OH office. This highly motivated individual will work collectively with the Project Managers to support the process of creating winning proposals and all pursuit marketing material.

Specific Responsibilities:

- Leads and supports the proposal team including the creation, organization, development and production of proposals and other formally requested customer and/or market-initiated information/material to professionally position Landrum & Brown within the aviation industry.
- Meets schedules, organizes complex material, determines level of effort, understands technical/professional service-related material and works with minimal supervision.
- Leads and coordinates with multiple parties internally/externally and produces/packages submittals.
- Communicates effectively with all levels of staff within the company.
- Provides a high level of attention to detail and handles multiple deadlines.
- Supervise other production staff.

Qualifications:

- Eight (8) years related experience preparing proposals and marketing material
- Experience reading and analyzing RFP's and RFQ's. preferred SMPS designation
- Proficient with computers and software applications, including MS Office (Word, Excel and PowerPoint), InDesign and Adobe CS4 (Adobe InDesign and Photoshop)
- Possess exceptional organization, grammar, proofreading and spelling abilities
- Professional writing experience
- Page layout with graphics ability

Qualified candidates should submit resume and cover letter to: hr@landrum-brown.com

No phone calls or agency phone calls please.

Please include job title of **Proposal Coordinator** in your submission. EEO/M/F/D/V