

Grunley Construction Company, Inc.
Administrative Coordinator-Marketing & Business Development
Career Connector Job ID #10960

Description/Job Summary

Are you a recent December college graduate ready to begin your career journey? Do you have excellent organizational skills, a great aptitude for software programs, and the ability to successfully handle more than one task simultaneously? Are you interested in learning about business development? Do you enjoy event and travel planning? Would you like to start your career providing support to a busy senior-level executive while you learn invaluable business skills to last a lifetime. If the answer is yes, you should consider beginning your career as an Administrative Coordinator for Grunley's Marketing and Business Development Team!

Our Administrative Coordinator will work closely with the Vice President of Marketing - supporting all tasks ranging from scheduling and data entry to new project searches and event planning. The person in this role will interact with the larger Marketing and Business Development team. Given the changing nature of our business, there are tremendous opportunities for learning and growth. The ideal candidate will thrive in a fast-paced, high energy and collaborative environment, with a sharp focus on delivering a supreme measure of administrative support.

Responsibilities/Duties

Business Development Support

Update and maintain information in our company databases

Check agency websites daily for new project opportunities

Administrative Support

Maintain contacts and calendar, appointment scheduling, departmental meetings, and conference arrangements

Handle logistics associated with meetings, appointments and conferences

Make travel arrangements and complete detailed expense reports. Confirm meetings and create itineraries for trips

Proactively manage and prioritize incoming and outgoing communications; including external/internal mail, telephone calls, reports, etc.

File and organize communications to ensure smooth and timely flow of information in and out of the office.

Consolidates information from multiple sources to facilitate supervisors' review.

Create, format, and edit correspondence and presentations with precision and minimal direction

Follow up on various activities to ensure closure, completion and deadlines are met.

Process invoices and generate seasonal or quarterly reconciliation reports

Maintain filing system and references

Order office supplies

Works independently on specific projects as assigned

Event Planning Support

Coordinate logistics for company events, team initiatives, activities and meetings

Marketing Support

Produce reports, presentations and briefs as needed

Required Education - Bachelor's degree; Bachelor's degree in Business, Marketing, or Communications is preferred.

Details

This is your chance for an exciting entry level position which will expose you to marketing, communications, business development and event planning. The successful candidate will be trained, mentored and supported by our Vice President of Marketing and Business Development.

Location: Rockville, Maryland United States

To Apply: <http://grunley.balancetrak.com/2019042>