



Marketing & Bid Assistant – Anchorage, AK

Davis Constructors currently has a full time Marketing & Bid Assistant position available. Davis is a company that value hard work and loyalty. We strive for excellence in not only how we deliver our projects but also how we treat our staff. If a career at Davis sounds interesting to you, please read on!

Qualification and Experience:

- A minimum of one year experience required
- Bachelor's degree or coursework in Marketing, Communications, English, Journalism or related field are preferred.
- Experience with Word / Excel / Outlook / Adobe Platform (InDesign/Photoshop) required.
- Must have basic administrative experience
- Must have knowledge of basic office equipment

Abilities:

- Strong writing, editing, communication and organization skills
- Ability to handle pressure, well organized, detail oriented, meet tight deadlines and make independent decisions critical to job success (i.e. prioritize)
- Service and client-oriented personality
- Self-starter, flexible to work independently and with a team, and able to work with different personalities and professional styles
- Must be able to lift 30-40 lbs

Responsibilities:

- Coordinate with staff to produce proposals, bids, presentations, reports, resumes, project descriptions and related marketing materials
- Provide administrative support
- Updating project documents/plans/Specs
- Filing/maintaining office records
- General office errands
- Perform other duties as assigned
- Clean-up/organization of office and storage area
- Must have own transportation and valid Driver's License

A one page resume with one page cover letter may be submitted to claudiarv@davisconstructors.com

Only local applicants will be considered.

Salary DOE. Competitive compensation packages with benefits, including medical, dental, vision, 401K EOE & drug free workplace. E-Verify.

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