

## Job Description

**Job Title: Proposal and Document Coordinator**

**Department: Marketing**

**Reports to: Director, Marketing and Communications    Effective: 7/6/2021**

### Job Summary:

Member of the Marketing 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 (L&B) within the Aviation industry.

### Duties/Responsibilities:

- Supports the Proposal team, including professional staff and Corporate
- Work products include RFP/RFQ responses, presentation and interview materials, resumes, project profiles, and technical reports
- Produces, packages, and sets delivery for work products including printing, binding, and shipping.
- Communicates effectively with all levels of staff within the company
- Provides QA/QC on proposals and documents (both written and graphic-related).
- Performs other related duties as assigned

### Required Skills/Abilities:

- Excellent Microsoft Word skills
- Excellent verbal and written communication skills
- Excellent attention to detail, grammar, spelling and proof-reading skills
- Strong layout skills and creative services and strong customer focus
- Knowledge of InDesign and Illustrator
- Ability to work both independently and in a team environment
- Ability to function well in a high-paced and deadline driven environment
- Ability to prioritize task

### Education and Experience:

- Five (5) years related experience preparing proposals and marketing material
- Experience in writing proposals
- Experience reading and analyzing RFPs and RFQs



## **Travel Expectations**

Minimal travel be required.

Our goal at L&B is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. L&B is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, citizenship status, age, gender, martial status or any other characteristic protected by applicable federal, state or local law.

Nothing contained in this Handbook is intended to nor does it create a contract of employment for any specific duration. I understand and agree that my employment can be terminated with or without cause and with or without notice at any time at the option of either me or the company.