

## Job Description

**Job Title: Proposal and Document Coordinator**

**Department: Marketing**

**Location: Cincinnati, OH**

**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-preferred
- Experience in writing proposals
- Experience reading and analyzing RFPs and RFQs-preferred

### Travel Expectations

Minimal travel required.



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Nothing contained in this job description 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.

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Employee's Name (Please print)

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Date

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Employee's Signature