

JOB OPENING

Corporate Marketing Coordinator



Since MKK was founded, we have benefitted from the skills and commitment of exceptional people. We continue to seek the best talent to consult more, consume less, and build on our story of success as we pursue our vision of high-performance focused on sustainable solutions.

Your own career success with MKK will depend in part upon the knowledge, skills and experience that you possess. However, we also seek certain common traits in our employees that enable them to thrive.

As engineering consultants, we see our teams as a means not only to solve problems but to provide leadership. At MKK, leadership is not tied to hierarchy or experience- your voice and ideas are valued regardless of your tenure. Your reward for arguing and implementing your ideas is the leader that you become in the process.

We presently have an opportunity available in the Corporate business unit of our Greenwood Village office for an individual who shares our passion to support the execution of our business development and marketing strategies by coordinating proposals, marketing campaigns and promotions, and maintaining our CRM database.

At MKK, your potential is limited only by your talents and ambitions.

We look for individuals who:

- are passionate and driven by internal motivation to conquer new challenges;
- seek and share knowledge generously;
- are able to establish new relationships and build strong relationships over a period of time;
- are flexible/adaptable to a constantly changing environment;
- are innovative and possess an entrepreneurial attitude;
- are honest, reliable, and fair; and
- have demonstrated a commitment to a high level of customer service.

Minimum Requirements:

- Associate's degree in sales, marketing or a related field and graphic design exposure preferred; or 5-10 years' experience in marketing and sales support (preferably with firms in engineering or architectural design work); or equivalent combination of education and experience.
- Intermediate-level experience using InDesign or Photoshop required.
- Intermediate-level knowledge of Microsoft Office software including Word, Excel, PowerPoint, and Internet Explorer required.
- Data entry/database maintenance skills required.
- Valid driver's license required.
- Language Skills: Superior written and verbal English language communication skills required. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies and/or members of the business community.
- Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

To be considered for this opportunity, please send a cover letter with your resume via e-mail to: denvercareers@mkkeng.com, with COR-201201-004 in the subject field.

*Consult more.
Consume less.*



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