



Marketing / HR / Admin. Position (Tulsa)

Compensation: **Based on experience.**

Responsible for managing preparation of proposals and presentations (from start to finish), researching business development opportunities and marketing support for projects. Working closely with the Human Resource Manager, supports the day to day operations of the Human Resource Department. Responsible for the professional and efficient managing of visitors, telephone calls and messages, as well as a variety of office management duties that support the overall company.

Key duties/responsibilities

- General marketing-related administrative duties
- General phone, mail and office supply/equipment maintenance related activities
- Respond to requests for quotations, proposals, statement of qualifications and other marketing collateral from concept through completion
- Responsible for identifying, assessing market trends, and potential opportunities within emerging markets
- Coordinate, track, and support the firms business development / marketing activities, including writing and distribution of press releases
- Preparation and completion of 330 Standard Federal Forms 330, DBE/WBE certifications and other forms as needed
- Maintain personnel, benefit, and other Human Resources files.
- Serve as secondary Human Resources point of contact for employees.
- Assist with on-boarding of new employees and annual benefits enrollment.
- Post and record data/contracts on projects in company database
- Provide on-going administrative support and coordination for the Bridge Inspection Department
- Clerical/general office duties as needed company wide
- Other duties as assigned

Job Requirements

- Bachelor degree in related field or possess minimum of 2 years of related marketing and proposal experience within the A/E industry; and a min. of 2 years HR Administrative experience.
- Familiar with the local/market sector;
- Commitment to confidentiality
- Intermediate level proficiency with Microsoft Office Suite - emphasis on Word, Excel, Outlook and Access, Photoshop.
- Excellent communication skills (written and oral).
- Ability to use the Internet as a research tool.
- Must be able to work independently and contribute to the overall team
- Excellent interpersonal skills a must.
- Strong organizational skills and ability to effectively prioritize work to meet established deadlines.
- Ability to thrive in fast-paced, changing environment.
- Committed to life time learning as needed to maintain skill levels within the changing technology environment.
- Acquires and applies an understanding of professional and ethical responsibilities.

Physical Demands

- Regularly walk, stand, or stoop; occasionally lift, carry, push, pull or otherwise move objects weighing up to 40 pounds.

We offer a competitive benefit and compensation package, including medical, dental, vision, life, disability plans & two retirement plans: a 401(k) and an ESOP.

GUY Engineering Services, Inc.
10759 E. Admiral Pl.
Tulsa, OK 74116
GUYengr.com
Fax -- 918-437-0455
Equal Opportunity/Affirmative Action Employer/M/F/D/V