



JOB NUMBER: BE-18-18

JOB TITLE: Baker Engineering Marketing & Communication Specialist

Supervisor: President

Status: Full Time – Exempt

Office Location: Nunica, MI

Baker Engineering, LLC (BE) core business centers around the design and development of high tech, high performance technologies for a variety of applications, from custom engines, to engine components, to the production of parts and mechanical assemblies for other industries. BE is a division of Waséyabek Development Company, LLC that is wholly owned by the Nottawaseppi Huron Band of the Potawatomi, a Federally recognized Indian Tribe.

POSITION SUMMARY

The position is responsible for providing Marketing and Communication support to BE in our Nunica, MI office. Develop and maintain company websites. Provide graphics and formatting for presentations and proposals and providing a broad variety of communication duties. Provide technical writing for marketing materials and proposals. The position works closely with the President, Office Manager and staff.

ESSENTIAL FUNCTIONS

- Responsible for development and execution of marketing plan
- Develop marketing material including proposals, statements of qualifications, presentations, advertisements, and award submission
- Provides technical writing support for proposals and marketing materials
- Responsible for company website development and maintenance
- Post and maintain all social-media sites; Company Facebook, LinkedIn and Twitter
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Prepare, update and maintain a library of materials needed for marketing, trade shows, events, conferences, trainings and meetings
- Responsible for inventory control of company literature
- Assist staff members with presentations, graphics and proposals
- Other duties as may be assigned

COMMUNICATION

- Effectively and regularly communicate with the BE President, Officer Manager and staff members
- Support BE's values, principles, vision, mission

- Utilize effective communication skills to answer inquiries from coworkers, clients, or the public
- Support involvement may include producing reports, graphics, presentations, and other visual material

RISK MANAGEMENT

- Monitor social medial sites to ensure BE compliance

MINIMUM QUALIFICATIONS

- Bachelor's degree required in Communications or Marketing preferred
- Minimum of 2 years' experience as Marketing & Communications Specialist
- 2 – 5 years Website Development and Maintenance
- Ability to work onsite Nunica, MI
- Excellent interpersonal and communication skills on the phone, in person, and written with the ability to convey information in a clear, focused and concise manner
- Self-starter with excellent creative design process, organizational, time management, attention to detail and follow up skills; ability to manage competing priorities and assignments
- Strong graphic and design ability for presentations and public relations materials
- Proficient in Microsoft office suites including; Word, Excel, PowerPoint and Adobe
- Proficient in Social Media updates including Company website, Facebook and LinkedIn
- Advanced written and verbal communication skills
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by BE

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

TRAVEL

This position may require travel up to 5% of the time

POSITION TYPE

This is a full time exempt position

RELOCATION

Relocation expenses are not provided

HIRING PREFERENCE

Veteran Hiring & Native American Preferences will be applied in accordance with BE policy

Baker Engineering is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

To learn more about the company, visit www.bakerengineeringinc.com
and www.bakerengineeringmfg.com.

Email cover letter and resume to employment@bakerengineeringinc.com