



Administrative Marketing Assistant

About Us

Aulick Engineering is a woman-owned small business that provides engineering design and construction management services for transportation projects. Aulick provides quality professional services to airports, DOTs, municipalities, engineering firms, and commercial developers around the southeast.

Aulick Engineering offers team members the opportunity to grow at their own pace without being boxed into a typical role. Our closely-knit team will work directly with you to provide a challenging, rewarding, and hands-on experience in all aspects of our work. Aulick Engineering strives to provide a workplace where hard work is recognized and rewarded while still encouraging a healthy work-life balance. Our team members are kind, resourceful, respectful, and trustworthy and we are looking for others who share those values.

Job Description

We are seeking a motivated and detail-oriented Administrative Marketing Assistant to join our team. In this role, you will provide support to the Marketing Team for all disciplines as well as perform general office functions for our SC office. This is an excellent opportunity for a recent graduate, or someone interested in a career in marketing.

Qualifications

- Associate or undergraduate degree in English, Journalism, Education, Marketing, or a related field; will consider relevant experience in lieu of education
- Strong organizational and written and verbal communication skills
- Ability to handle multiple tasks under tight deadlines
- Ability to work collaboratively in a team environment
- Proficient in MS Office, including Word and Outlook
- Basic understanding of graphic design software (e.g., Adobe Creative Suite; Canva)

Essential Marketing Functions

- Assist with maintaining resumes, project descriptions, and marketing collateral
- Maintain tracking information for project pursuits
- Edit marketing materials for consistency, grammar, punctuation, spelling
- Assemble basic marketing packages, small proposals and/or other collateral information while ensuring branding standards are met
- Assist with social media management and updating website content
- Assist with conference registrations and associated hotel accommodations, sponsorships, and travel arrangements
- Assist with coordinating external client events



Essential Office Administrative Functions

- Greet and assist visitors
- Manage office operations and procedures
- Serve as point of contact for office management duties including maintenance, mailing, supplies, and errands
- Oversee office supplies inventory and order as necessary
- Provide general support to staff
- Assist in document preparation, formatting, and filing
- Coordinate with IT team to maintain computer equipment
- Assist in scheduling meetings, appointments, and coordinating internal company events

Benefits

- Medical insurance
- Vision and dental insurance
- Healthcare and dependent care flexible spending accounts (HSA and FSA)
- Employer-paid short-term and long-term disability coverage
- Employer-paid life insurance and AD&D insurance
- 401k program with company match
- Discretionary time off
- Ten (10) paid holidays
- Fitness membership reimbursement
- Flexible hours and work-from-home days
- Company-provided equipment, including laptop and cell phone

Equal Opportunity Employer

Aulick Engineering is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, religion, national origin, age, sexual orientation, disability, veteran status, genetic data, or other legally protected status.

Want to Learn More?

If you are interested in learning more about this opportunity, please submit your resume to hr@aulickengineering.com.