



## JOB DESCRIPTION

### PROFILE

JOB TITLE: Office Manager/Marketing Coordinator  
REPORTS TO: President  
CLASSIFICATION: Full Time, Hourly, Non-Exempt  
REVISED DATE: July 2022

### JOB SUMMARY

An energetic well-rounded administrative professional, with the capacity to organize tasks and motivate those around them. Works with company leadership to develop and maintain the company brand, proposals, marketing materials, and online presence. S/he also performs routine office support functions including answering phones, word processing, advanced spreadsheet projects, document control, and copy editing. Must be an excellent time manager, superb communicator, and customer focused.

### RESPONSIBILITIES

#### Marketing

- Maintain the company's "self-serve" marketing library of current resumes, project data sheets, boiler plates, and other marketing templates
- Support Hainline's company leaders and project managers in the development and publication of marketing materials, proposals, statements of qualifications, etc.
- Maintain Hainline's existing status on clients' Consultant Rosters; Seek out and respond to RFI's/RFQ's to be added to new rosters
- Monitor email account and relevant publications for solicitations, proposals & opportunities
- Lead efforts to update and maintain the company's online reputation, keeping a current company website and active social media presence
- Coordination of staff portraits and collection of project photos
- Coordinate Hainline's participation at tradeshow and industry events
- Design and communicate style guidelines for professional consistency in all outgoing documents

#### Office & Administrative

- Spearhead the implementation of Hainline's new Give Back Program
- Plan/Organize internal events and important meetings
- Edit / proofread outgoing reports for grammar, punctuation, formatting and general readability
- Litigation assistance: Create exhibits, PowerPoint presentations, compile/edit claim narratives, including interfacing directly with attorneys and paralegals on projects
- Manage Project Document Control process: organizing, indexing, binding, and maintenance of project documents
- Manage project archive process: Communicate deadlines to Project Managers; Gather and record information about archived documents; Schedule timely pickups and destroy dates for materials

## POSITION REQUIREMENTS

- Availability from 9am to 5pm, Monday through Friday, in office
- Ability to lift up to 25 lbs
- Must be flexible and able to work as miscellaneous assignments arise
- Familiarity with standard office practices and procedures; correct English usage, including spelling, grammar and punctuation
- Fluent to expert in Microsoft Office applications, specifically Excel, Word and Powerpoint
- Knowledge of graphics and publishing software (e.g., Adobe InDesign, Photoshop, Illustrator)
- Possess self-starting capabilities, able to complete assignments under the deadlines imposed by the clients or co-workers and seek out work during slow times
- Confidentiality when handling sensitive or private information
- Excellent attention to detail and editing capabilities