



SAN DIEGO OFFICE
10650 Treena Street
Suite 111
San Diego, CA 92131
t: 858.842.1674

Job Posting – Marketing and Administrative Assistant, San Diego, CA

Join our team! Casual atmosphere, professional services, high caliber expertise – Peterson Structural Engineers (PSE) is hiring for our San Diego office location. PSE is a growing, single discipline structural engineering firm seeking a marketing and administrative assistant. This is an exciting opportunity to help our firm continue to grow.

The primary duties and minimum requirements for this position are as follows:

- Assist Marketing Manager in providing marketing support to engineering staff of 20+ employees located in multiple offices in CA, OR, and WA
- Assist Marketing Manager in organizing, creating, and delivering project proposals for various public and private sector engineering pursuits, in collaboration with Firm Principals and Project Managers
- Assist in administering Deltek Vantagepoint CRM software (Experience with CRM software a plus)
- Assist with company social media, award submittals, abstract submittals and generating presentations
- Assist with updates to company's website (WordPress experience a plus)
- Create and customize proposal and marketing resources including company brochures, company profiles, employee resumes, project profiles, experience lists, project descriptions, etc.
- Assist with various administrative tasks including:
 - Answering incoming phone calls and directing to the appropriate personnel
 - Handling incoming and outgoing mail, packaging, labels, shipping, etc. as needed
 - Electronic file coordination, organization, and scanning
 - Miscellaneous administrative tasks related to operations of an engineering office
- Self-driven and ambitious individual with a desire and aptitude to collaborate in a team environment
- Excellent communication and interpersonal skills
- Strong organizational skills and work ethic. High attention to detail a must.
- Experience in InDesign, Creative Suite applications and Microsoft Office Suite
- Marketing experience in the A/E/C Industry a plus

Why PSE? PSE is a single discipline structural engineering firm serving a wide variety of large and small clients on nearly all types of projects. From municipal to industrial, private to commercial, PSE has a wide range of project breadth and diversity. We pride ourselves in gaining deep knowledge for how to successfully solve complex problems. Our motto is - Bring on the challenge! We've even been known to bring some magic to life at some of the world's most renowned theme parks! While we pride ourselves in our technical abilities, at our core, our heart and soul lie in the people of PSE and our commitment to excellence. PSE's environment provides its employees the ability to learn and grow their expertise through a wide range of projects, while also valuing work-life balance.

PSE provides a generous benefits package including Volunteer Time Off, competitive salary, a desirable location, and a fun and casual office environment.

PSE is an Equal Employment Opportunity/Affirmative Action Employer

Interested candidates please submit cover letter and resume to sd@psengineers.com