

## BUSINESS MANAGER POSITION AVAILABLE

POSITION	Business Manager
LOCATION	Charlotte, North Carolina
JOB TYPE	Full Time
YEARS OF EXPERIENCE	5+
EDUCATION	Bachelor's Degree preferred

### HUMAN RESOURCES

- Provide employment and benefit guidance for team of 23+
- Handle employee onboarding and offboarding
- Screen and distribute incoming resumes, schedule interviews and communicate with applicant
- Maintain personnel files, time off tracking and utilization rates
- Schedule and administer employee performance appraisal process
- Coordinate with agent for medical | dental | vision | life | STD | LTD | ADD insurance renewals and employee enrollments
- Handle all fiduciary aspects and administration of 401K Program compliance with third-party administrator
- Oversee administrative support staff

### YOUR BENEFITS

Competitive benefits package available including 401k plan with company match, wellness stipend, professional development allowance, employee recognition program, half-day Fridays, remote work, paid time off, seven paid holidays plus one floating holiday, medical | dental | vision | life | disability insurance, medical flexible spending account, testing & licensure reimbursement and discretionary performance bonuses.

Get a feel for **C DESIGN** culture on Instagram, Facebook, and [cdesigninc.com](http://cdesigninc.com). Our team is committed to providing equal opportunity to everyone regardless of gender, race or background, which allows for a diverse range of perspectives. Send your cover letter, resume and salary requirements to [jobs@cdesigninc.com](mailto:jobs@cdesigninc.com). We would love to hear from you!

# MARKETING COORDINATOR POSITION AVAILABLE

POSITION	Marketing Coordinator
LOCATION	Charlotte, North Carolina
JOB TYPE	Full Time
YEARS OF EXPERIENCE	3+
CAREER LEVEL	Entry-Mid Level

## SUMMARY

**C DESIGN** is an award-winning mid-sized architecture, interior design, and planning firm located in Charlotte, NC. Our team works together in an industrial open office with welcoming employee amenities and hospitality areas. We have a close-knit, fun, supportive and collaborative culture.

We are seeking an experienced, ambitious **Marketing Coordinator** to join our vibrant team camaraderie, community-focused mindset, and solid business management process. The ideal candidate will be an excellent visual and verbal communicator who is organized, efficient and thrives in a fast-paced workflow environment.

## YOUR QUALIFICATIONS

- **Intermediate to advanced Adobe InDesign proficiency is required for this position.**
- Intermediate Microsoft Outlook, Word & Excel skills are required.
- Experience in a marketing role in the A/E/C Industry is preferred.
- Bachelor's Degree in Graphic Design or Marketing preferred
- Ability to learn quickly and manage multiple deadlines

## YOUR RESPONSIBILITIES

- Preparing comprehensive proposals/statement of qualifications packages for potential new projects using Adobe InDesign
- Coordinating with consultants to compile SOQ packages following detailed guidelines
- Developing, tracking and implementing firm marketing strategies
- Working closely with Market Leaders and Principals on teaming strategies and targeting new business
- Closely monitoring local and regional civic procurement/RFQ announcements for relevant project opportunities
- Developing and maintaining all promotional materials including project profiles, firm profiles, resumes, brochures, etc.
- Executing public relations and community engagement initiatives
- Updating and maintaining company website coordinating with outside consultant
- Creating social media content for LinkedIn, Facebook, Instagram on a routine basis
- Managing professional photography sessions for projects, events and employees

## YOUR BENEFITS

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