

IDEA Inc is an award winning multi-disciplinary architectural and engineering firm that provides integrated design services for commercial and institutional buildings. For more on us, see our web page at integrateddesign.ca.

IDEA has an immediate opening for a proposal & marketing coordinator for a full-time position located in the Ottawa office. With strong writing and graphic design skills, the marketing coordinator will be involved in distinguishing the company by winning new work through the preparation of compelling marketing materials and proposals. The coordinator will manage the creation and submission of proposals, coordinating the content, writing, and design. The candidate will also assist with marketing materials such as project cut sheets, website and communication updates and general business development. The position will support both IDEA's Ottawa and Sault Ste Marie offices and requires an individual who is hard working, eager, creative, and possesses an education in Graphic Design or Communications as well as some relevant work experience.

Proposal Development:

- Work closely with senior staff to determine RFP (Request for Proposals) requirements, consulting team, and formatting structure
- Coordinate, organize and assemble material and content needed using InDesign
- Write, edit, and proofread content for proposals
- Design layout, printing, and delivery of proposals
- Archive submissions and update marketing databases
- Track proposal efforts and outcomes

Marketing and General:

- Provide Graphic Design support to the Architectural Team for various reports, presentations, and award submissions
- Maintain image library and digital files
- Update and maintain the company's website including making bi-weekly news posts, posting newly completed projects, updating team list with new staff etc.
- Create and update marketing materials including: new project sheets, corporate profiles materials, and company brochures.
- Represent the company at the front desk, answering the small volume of calls that aren't directed through the IVR and transferring them as required

Qualifications and Skills:

- Possess a combined educational and work experience background demonstrating strong communications, writing, and graphic design knowledge
- Extremely Proficient with Adobe Creative Suite, particularly InDesign
- Strong familiarity with Microsoft Office 365 (Word, Outlook, Excel, and Powerpoint)
- Highly organized and very detail-oriented
- Works well under pressure and has the ability to multi-task while meeting strict deadlines
- Excellent written and verbal communication skills
- Highly motivated, reliable, and able to work independently
- Team player who is enthusiastic and brings a positive attitude to the workplace every day
- Has the ability to obtain required security clearance
- Speak and write English fluently, bilingualism in French and English as an asset.

Please forward your resume to: info@integrateddesign.ca

While all applications are appreciated, only candidates selected for an interview will be contacted.

Thank you for your interest.