



Proposal Coordinator

JW Fowler is a heavy civil contractor specializing in deep sewer pipelines and water/wastewater treatment facilities for communities on the west coast. From a small, family-owned and managed company, we've grown to serve the infrastructure needs of communities throughout Oregon, Washington, and California. Our passion for construction motivates the team to continuously grow and improve.

Specific Responsibilities

This position will assist the team in the development and preparation of proposals and helps to support the business development efforts of the company. *The following responsibilities are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties or skills required. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.*

- Assist with the proposal development process including writing content and creating documents using corporate branded templates
- Creating and updating project sheets, bios, and resumes
- Create, proofread, and edit copy for various marketing channels, ensuring consistent voice
- Assist with developing and managing content and social media programs
- Assist with managing CRM database
- Support the corporate marketing and business development initiatives
- Other marketing or business development tasks as assigned

Qualifications

- Strong command of English language, excellent verbal and written communication skills
- Strong editing skills with a keen eye for detail and consistency
- Technical proficiency with standard Microsoft Office Suite
- Proficiency in Adobe Creative Suite a plus
- Familiarity with Salesforce CRM program a plus

Physical Demands

Ability to stand or walk for long periods; use arms and hands to reach for, handle and manipulate objects; lift and carry materials weighing up to 20 pounds. Ability to see well and distinguish between back up alarms, voices and other normal sounds consistent with construction job sites.

Environment Adaptability

Work mainly inside in an office atmosphere. May occasionally work outside in all weather conditions, and various locations. Hard hat, hearing and eye protection required when on job site.

J.W. Fowler is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, or age. In compliance with the American with Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.