

WINSTON ENGINEERING INC

Job Description

Highly motivated full-time Director of Communications. Position is remote and you will be provided with company equipment (Laptop, monitor, etc).

This is the job for you if:

- Want to be challenged
- Persistent
- You are a team player
- Want to work with little oversight from a manager
- Ok with being remote and having the ability to work anywhere you'd like as long as you have a strong internet connection and a quiet place
- Passionate about acquiring clients as well as maintaining good relationships with existing clients.

This is not the job for you:

- Stuck in "this is how I've always done things".
- Require constant handholding
- Require a lot of in-person interaction with your co-workers

Must haves

Educational Background

- We would love to put years of experience, but let's face it, you can get 8 years of experience in 4 years. With marketing, especially social media, changing frequently, you need to have a firm grasp of acquiring clients and maintaining client relationships with any and all tools at your disposal.

Social Media

- Understanding of managing business social media accounts such as LinkedIn, Tik Tok, Facebook, Instagram, Pinterest and whatever else comes to market.

www.winstoneng.com

8605 Santa Monica Blvd Ste 63454

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- Can keep up with the ever-evolving trends of social media (i.e. best times to post, stories, reels, etc.).
- Ability to visit construction sites to capture video/photos when required for social media (Must have driver's license & car insurance).
- Understand email marketing, as well as further develop, maintain and organize contacts. Experience with Constant Contact is a plus.
- Experience tracking potential clients using CRM tools.

Hard Skills

- Excellent knowledge of marketing fundamentals, theory and practice.
- Experience working in communications/marketing in the AEC industry, specifically MEP Engineering.
- Basic understanding of MEP Engineering industry terminology and delivery methods.
- Research and gather information on potential clients and projects.
- Responsible for the firm's overall marketing program.
- Find public projects (City, state and federal) in our market and area of licensure and either submit marketing material on our behalf or market to the primes to establish partnerships.
- Ability to create press releases to get the firm into publications.
- Establish marketing policies and procedures which include standardizing marketing materials (i.e. Capability statements, statement of qualifications, resumes, etc.).
- Determine marketing objectives to meet firm-wide goals.
- Decide when and why to use specialized consultants such as advertising, public relations or graphic design firms.

Soft Skills

- Must be able to represent the firm to clients, peer organizations and business associates.
- Professional demeanor that enables the person to interact with the highest levels both inside and outside the firm.

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- Must be a self-starter and possess strong interpersonal skills with the ability to work independently and as part of a team.
- Identify opportunities for continuous improvement with a focus on customer service excellence.
- Good time management and organizational skills.
- Ability to work from home in a quiet, professional environment.
- Comprehensive knowledge of firm's practice, clientele, goals, policies and procedures.

Location

Work remotely as long as you have a comfortable space to work and fast internet (we do a lot of video meetings).

Travel

Site visits are a rare possibility.

Compensation

Salary will be commensurate to experience.

Pay from \$70,000 to \$80,000 plus commission of secured work.

Benefits

- Work from home on company-provided equipment
- \$50 monthly towards personal cell phone bill
- \$200/month towards Medical, Dental, and Vision after 60 days (Full-time employee)
- Unlimited paid time off (Full-time employee after evaluation period)
- Simple IRA matching (Full-time employee after evaluation period)
- Holiday pay for major holidays (Full-time employee after evaluation period)

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- Generous paid time off (unlimited)

Send resumes to resume@winstoneng.com

Company Background

Looking for a non-traditional Engineering Firm that allows you the freedom to not only have rewarding work, but also gives you the ability to balance work with your personal life? Tired of the same stuffy, boring office environment (We're 100% remote)? Do you want to work for a company that truly cares about your professional and personal development? Then this is the company for you!

Winston Engineering Inc was started in 2015 with a laptop and a dream. Owner & Principal Engineering, Anthony Winston III, P.E., P.Eng has grown the company from just offering Electrical Engineering services to a full-service Construction Engineering Firm offering Mechanical (HVAC), Electrical, Plumbing [MEP] and Civil Engineering in the US and Canada. The company works on a wide array of projects from small residential homes to multifamily, restaurants, office and office buildings to name a few. We truly enjoy using our talents to improve the community around us.

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