



PROPOSAL COORDINATOR (BUFFALO OFFICE)

THE FIRM:

Watts Architecture & Engineering is a full service architecture and engineering firm excelling in architecture, civil, environmental, transportation, structural, mechanical, electrical and plumbing engineering and construction monitoring services with offices in Buffalo, Syracuse and New York, NY.

QUALIFICATIONS:

- Detail oriented, self-starter with strong written communication skills
- Strong organizational skills and ability to multi-task
- Ability to work well under pressure with multiple deadlines
- Some background in graphics & graphic design (Adobe InDesign/Photoshop at a minimum)
- 1-2 years of experience working in collaborative environment or have 2-year degree in Business Administration or Communications
- Strong proof reading/editing skills
- Experience with database, a plus

JOB DUTIES:

- General administrative support tasks
- Enter data and maintain firm's integrated database system
- Coordinate and complete proposal related tasks to ensure accurate and timely completion of all proposals
- Technical writing and proofreading
- Create and maintain corporate proposal materials
- Develop content to support corporate social media platforms

SEND TO: **Watts Architecture & Engineering**
HR Coordinator
95 Perry Street, Suite 300
Buffalo, New York 14203
-or-
personnel@watts-ae.com

