



INBERG-MILLER ENGINEERS EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DATE OF OPENING: January 29, 2019
FROM: Jeremy J. Hernandez, CFO/Executive Vice President

A position for **Engineering Business Development/Marketing Coordinator**. Promotes professional engineering services by developing and implementing marketing and advertising campaigns; tracking of projects across the Rocky Mountain States: sale data; creating and maintaining promotional materials inventory; planning meetings and attending trade shows, government meetings, association meetings; maintaining databases; preparing reports for senior management.

- **Experience** – Three years marketing experience preferred
- **Education** - Minimum education requirement includes Bachelor of Business Administration in Marketing or other related marketing, education and skills preferred
- **Compensation** - Competitive salary with compensation dependent upon relevant education, training, and experience
- **Benefits** - Excellent benefit package available including vacation, holiday, and sick leave, medical, dental, disability, life insurance, long-term care, Employee Stock Ownership Plan (ESOP), employer-matched 401(k)

A more complete Position Description is attached hereto and made a part of this Announcement. To complete our application process, applicants must submit an Application for Employment; the application may be submitted on-line at www.inberg-miller.com. A current resume may be submitted via e-mail to wsteeds@inberg-miller.com or through the mail addressed to Wendi Steeds, Inberg-Miller Engineers, 124 East Main Street, Riverton, Wyoming 82501. If you have any questions regarding our application process, please contact Wendi Steeds at 307-856-8136 or via e-mail.

Inberg-Miller Engineers is an Equal Opportunity Employer and does not discriminate in its hiring practices. Each person, without regard to race, religion, color, national origin, sex, age, disability, or veteran's status, will receive equal consideration.



INBERG-MILLER ENGINEERS POSITION DESCRIPTION

DATE OF OPENING: January 29, 2019
POSITION TITLE: Engineering Business Development/Marketing Coordinator
REPORTS TO: Board of Directors

• **POSITION FUNCTION:**

- Implements new and existing marketing and advertising campaigns by assembling and analyzing sales forecasts; reviewing new and existing engineering opportunities throughout our service areas; preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations; updating calendars
- Tracks service lines, new projects, trends in the engineering industry and new business data
- Prepares marketing reports by collecting, analyzing, and summarizing data.
- Keeps promotional materials ready by coordinating requirements with graphics professionals; inventorying stock; placing orders; verifying receipt.
- Responsible for involvement in all aspects of Inberg-Miller Engineers social media and website platforms
- Supports management and engineers in providing sales data, market trends, forecasts, account analyses, new service lines information; relaying customer services request
- Researches competition services by identifying and evaluating service characteristics, market share, pricing, and advertising; maintains research databases
- Plans meetings, trade shows, governmental meetings and associations meetings by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists
- Monitors clients upcoming work, researches new locations to expand, which includes demographics and sale forecasts
- Updates job knowledge by participating in educational opportunities; reading trade publications
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments

TYPICAL DUTIES, RESPONSIBILITIES, AND SKILLS ESSENTIAL TO THE POSITION:

- Must be able to demonstrate aptitude in Advanced Microsoft Office software, with emphasis in Word, Excel, and PowerPoint, operating in the Microsoft Office 365 environment
- Ability to listen to, comprehend and apply information and instructions, either independently, or as part of a project team

- Complete assigned tasks in a timely, logical manner and exercise discretion and good judgment in accomplishing assigned tasks and goals
- Must have organizational, communication, interpersonal, and intellectual skills
- Ability to organize information into legible written messages and/or concise oral presentation
- Ability to organize files and effectively retrieve data
- Schedule and confirm appointments for clients, customers, or supervisors
- Compose, type, and distribute meeting notes, routine correspondence, and reports
- Mail promotional material, and other information
- Maintain scheduling and event calendars
- Conduct searches to find needed information, using such sources as the Internet, social media
- Coordinate conferences and meetings
- Development of marketing materials, pamphlets and brochures
- Web page development and monitoring; monitor company social media forums. Monitor effectiveness of ongoing marketing communication activities

EXPERIENCE:

- Three years marketing experience preferred

EDUCATION:

- Minimum education requirement includes Bachelor of Business Administration in Marketing or other related marketing, education and skills preferred

TRAINING:

- Advanced Microsoft Office software certifications and/or experience required

OTHER REQUIREMENTS:

- Ability to represent IME in a professional manner including, but not limited to, personal appearance and cleanliness, and communications techniques with clients, fellow employees and anyone with whom you come in contact at any time during working hours. Good judgment, consistent with acceptable business norms, should serve as a basis for the measurement of personal appearance and cleanliness. Extremes of any sort are unacceptable
- Ability to achieve negative results on a drug test. Employment will be denied to anyone with a positive pre-employment screen according to our current Substance Abuse Policy
 - IME has implemented six types of drug and alcohol testing
 1. Pre-employment (drug testing only)
 2. Reasonable suspicion
 3. Post-accident

4. Random
 5. Follow-up
 6. Return-to-duty
- IME has three drug and alcohol testing plans
 1. IME's Company Drug and Alcohol Testing Plan
 2. The Department of Transportation – Federal Motor Carrier Safety Administration (DOT-FMCSA) Plan
 3. The Department of Transportation – Pipeline & Hazardous Materials Safety Administration (DOT-PHMSA) Plan
- Ability to suspend the use of tobacco during working hours both in the IME' workplace and vehicles, and that of our clients'
 - Ability and willingness to read, comprehend, and abide by our company policies
 - A valid driver's license. A Motor Vehicle Report (MVR) will be requested and applicants with three moving violations within the last three years or a DWUI conviction within the last five years will be automatically deleted from further consideration for employment
 - After an offer of employment is made, continued employment is conditioned upon the results of a medical exam. The results of the medical exam must demonstrate the medical and physical capabilities to perform all of the demands of the essential functions of the position, with or without reasonable accommodations

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

- None

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Work Type: Light, exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or up to 1 to 5 pounds of force constantly to move objects
- Walking: Frequently
- Stooping/Bending: Frequently
- Stand/Sit: Stand/sit about 25/75 percent of job time
- Reaching: Frequent reaching, overhead as well as horizontal
- Vision: Corrected vision to 20/20 or adequate to perform essential functions
- Color Vision: Ability to identify and distinguish colors
- Speech: Constantly express ideas by means of fluent English
- Eye/Hand/Foot Coordination: Frequently use multi-line telephone system and basic office equipment
- Manual Dexterity: Frequently operate office equipment

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

- Inside/Outside: Normally exposed to an office environment but may encounter occasional outside weather conditions
- Cold/Heat: Moderate temperature controlled
- Wet/Dry: No indoor adverse weather conditions expected
- Noise/Vibrations: Regular exposure to office equipment and telephone noise
- Hazards: None anticipated
- Fumes/Dust/Odors: Exposure to normal office dust and odors

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED

- Multi-Line Telephone System
- Binding Machine
- Personal Computer
- Calculator/Adding Machine
- Copy Machine
- Cellular Phone
- Postage Machine
- Company Vehicles

REMARKS:

- The above position description is intended to describe the duties of an Engineering Business Development/Marketing Coordinator in general terms and does not necessarily describe all of his/her duties.