

NOW HIRING!

Senior Project Coordinator

It is an exciting time to be in the marine industry and Elliott Bay Design Group (EBDG) is seeking a qualified Senior Project Coordinator to join its team of professionals. The ideal candidate will have a bachelor's degree and experience supporting business development initiatives and special projects that require deeply technical skills. Position requirements include and are not limited to:

- Background in the marine industry, including client relations
- Five (5) years' experience in a Sales & Marketing or Business Development Department
- Experience in understanding and rolling out enterprise resource planning (ERP) systems
- Strong interpersonal verbal/written communication skills
- Ability to collaborate with all levels of staff, clients and outside vendors
- Highly proficient with Microsoft Office, including Excel, Word and PowerPoint
- Extreme attention to detail with minimal to no oversight

Preferred candidates will have over five years of experience with a marine professional engineering firm and/or experience in a shipyard environment. Responsibilities will include review, editing, managing, and coordinating the development of proposals, technical reports, grants and studies. They will additionally assist with providing written content for marketing materials. Lead development and implementation of internal, potentially complex, special projects that may include new accounting, client relations management (CRM) and project management tools. The successful candidate will have excellent writing and oral communication skills and will be able to work both independently and with a team.

Work will primarily be in an office environment (5 days per week typically) with minimal travel. Due to the pandemic, initial work may be full-time remote, moving to a hybrid office/remote work environment in the future.

Proof of eligibility to work in the U.S.A. is a requirement. No second party referrals or contact, please.

You will be working closely with business development and the admin team.

Along with competitive salary, EBDG offers a variety of benefits including medical, vision, 401(k), PTO, and nine (9) paid holidays. We believe that investing in our employees is paramount, so we offer training and mentoring programs to support our staff's goals and objectives. As an employee-owned company, future ownership opportunities may be available.

Elliott Bay Design Group LLC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, protected veterans, age, disability, or genetics. In addition to federal law requirements, EBDG complies with applicable state and local laws governing nondiscrimination in employment.

Send resumes in confidence to careers@ebdg.com. For more information, please visit EBDG on the web at www.ebdg.com.