

# EMPLOYMENT OPPORTUNITY

## CONSTRUCTION MARKETING/OFFICE ASSISTANT

Are you the creative, highly energetic and friendly professional we are looking for? Someone who is detail oriented, driven, dependable, and considerate? If you're looking for a new home, send us your resume.

Enterprise Builders, Inc. is looking for an applicant to fill the role of Marketing/Office Assistant which comes with an industry-competitive salary and offers top of the line health insurance.

The applicant should possess marketing/social media and general office experience. Responsibilities will include, but are not limited to: Developing and maintaining marketing collateral, mature the deep sense of who Enterprise Builders is through a variety of platforms, social media marketing, coordinating company events, website maintenance, scheduling meetings, answering phones, greeting visitors, data entry/processing of project documents, and general office maintenance.

If you are ready to work for a first in class organization that cares about you and your future apply today!

### Our benefits include:

- A collaborative, casual environment where you can excel and feel fulfilled at the end of each day.
- Competitive salaries.
- Medical/dental plans.
- Matching 401(K).
- Professional development opportunities, including inter-departmental training

### Required Skills:

- Possess a positive attitude while collaborating with others
- Ability to self-manage projects with little oversight
- Strong organization, problem-solving, multi-tasking and time management skills with a high degree of integrity
- Work with project teams on specific projects, as needed
- Experience developing marketing materials from scratch and through multiple platforms
- Eager to take on new challenges and openly communicate
- Data entry/processing
- Assisting with general office duties and maintenance
- Computer skills:
  - Microsoft Office
  - Web based programs knowledge preferred
- Construction office experience is preferred, but not required

Enterprise Builders, Inc. is a general contractor / construction management firm specializing in commercial, industrial, and institutional projects ranging in value up to \$40,000,000. In operation since 1984, Enterprise Builders has earned a reputation for integrity, service, value and intensity while serving a diverse range of clients throughout Connecticut. We are committed to a team-oriented philosophy and focus on achieving client goals for budget, schedule and program.

Enterprise Builders, Inc. is an Affirmative Action / Equal Opportunity Employer.

Please send your resume and cover letter to [jjodoin@enterbuilders.com](mailto:jjodoin@enterbuilders.com) to be considered for this opportunity.

