

EMPLOYEE JOB DESCRIPTION

DEPARTMENT: Administration

TITLE: Marketing/QA/QC

HOURS: 40 hours per week

STATUS: Full-time 9-5 T-F
40 hours per week plus special projects

SALARY: Dependent on skills and experience 34K to 45K Range

To apply please send Resume and Cover Letter to jon@jnteagueengineering.com. Include references. NO PHONE CALLS or IN PERSON DROP OFF.

DUTIES:

- Produce and distribute a monthly newsletter through Constant Contact featuring a collaborative client and promoting JMTE through employee spotlights and community involvement.
- Maintain Constant Contact.
- Maintain and update website content.
- Promote social media posts through appropriate outlets. Facebook, LinkedIn, and others assuring accuracy and effectiveness.
- Produce and distribute appropriate material for press releases and/or professional and academic journals.
- Acquire client testimonials.
- Work with Engineering to establish and follow processes for QA/QC on all outgoing documents. This is under the Executive Assistants direction.
- Provides general administrative support for Staff.
- Open/Close Engineering Projects through processes.
- Maintain database for current Resumes for professional staff.
- Produce and maintain Project sheets.
- Conduct RFQ searches.
- Maintain and update all QA/QC processes.
- Track community involvement of all staff.

- Assist with other administrative responsibilities when other personnel are not available.
- Thank you notes for staff.
- Project management scheduling.
- Office Supplies

SKILLS AND QUALIFICATIONS:

Computers and Software (Microsoft Office, Access, Excel, Publisher), Excellent Communication and Writing Skills, Informing Others, Managing Processes, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills, Knowledge of operation of standard office equipment, Planning, Organizing, Prioritizing, Ability to work in a Team Oriented Environment, Attention to detail and accuracy.

NON-COMPETE and CONFIDENTIALITY:

Employee is expected to present themselves as an employee and representative of JMTE. They are not to engage in any paid activity that is in direct conflict or competition of the offerings of JMTE.

During employment, and thereafter for three years, Employee shall not disclose to anyone any confidential information pertaining to JMTE. For the purposes of this Agreement, "confidential information" shall include any of Employer's confidential, proprietary or trade secret information that is disclosed to Employee or Employee otherwise learns in the course of employment such as, but not limited to, business plans, customer lists, financial statements, software diagrams, flow charts and product plans.

BENEFITS

- MercyMe Urgent Care coverage for employee and elective for significant other
- Annual Leave (10 days / year to 20 days per year – based on longevity)
- 11 Paid Holidays

- Multiyear career growth plan for all employees - jointly developed by employee and employer.
- Reimbursements for travel, meals, lodging, and client relationship events
- Time off for School Activities & Community Service (24 hours per year)
- Independent Retirement Account with employer match
- Continuing Education, Professional Development Hours, & Tuition Reimbursement Opportunities
- Professional Membership Support
- Management of Professional development hours and training records
- Business Casual Work Environment
- Company Sponsored Social Events (usually 4 or 5 per year away from the office)
- Various training through the JMTE Academy
- Telecommuting and flex work time opportunities
- Use of corporate on-line benefits for personal use
- Health conscience work environment (stand up desks if desired, walkable community for breaks, ergonomic furniture, full kitchen for meal preparation)

WORK LOCATION:

Employee will be staffed in JMTE's Waynesville, North Carolina office. Work will be primarily indoors with occasional outdoor requirements.

PHYSICAL REQUIREMENTS:

The employee may occasionally be required to traverse over uneven surfaces including unpaved areas, greenways, trails, and project sites. Employee will be required to manage a work station for long periods of time either through sitting or standing, and will be required to have sufficient vision and dexterity to operate a computer keyboard and monitor efficiently.