



Creating ecological solutions through innovative engineering

Administrative/Marketing Assistant

Wildlands Engineering, Inc. is seeking a motivated individual to join the growing team in our Charleston, South Carolina office. This full- or part-time, in-office position is for a talented administrative and marketing professional. In this role, the individual will support our multi-disciplinary team in a fast-paced environment. The ideal candidate will have excellent interpersonal skills, Microsoft Office experience, good organizational skills, the ability to multi-task, and the desire to take on new challenges.

Company Information

Wildlands Engineering, Inc. was founded in 2007 and focuses on stream and wetland restoration, watershed planning and assessment, and water quality management. With offices in North Carolina, South Carolina, and Virginia, Wildlands Engineering provides water resources engineering, ecosystem restoration, mitigation banking, and consulting services to various clients, including local and state government and conservation organizations. Our dedicated, motivated, and highly trained team has experience in all aspects of stream and wetland restoration, watershed planning and assessment, and water quality management. Wildlands Engineering is committed to a watershed and ecosystem approach to ecological restoration and water quality management. We provide exceptional services to our clients in an uncompromisingly ethical, innovative, and time-sensitive manner.

Job Description

Key Responsibilities

- Assist the marketing team and technical staff with proposal development, organizing our marketing library, developing marketing collateral, and publishing social media and website updates
- Support administrative operations, such as technical report and marketing material production, for the Charleston office

Ideal Qualifications

- Minimum 2 years of experience in an administrative and marketing role
- Knowledge of water resources engineering or a related industry is desirable
- Experience working with social media
- Experience with programs such as Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Experience with CRM software and graphic design is desirable
- Demonstrated ability to coordinate with colleagues virtually/remotely

PLEASE SEND RESUME AND COVER LETTER TO:

Email (*preferred method*): resumes@wildlandseng.com; subject line: Admin/Marketing Assistant

Fax: (704) 332-3306

Mailing Address: Wildlands Engineering, 312 W Millbrook Rd. #225, Raleigh, NC 27607

The cover letter should identify previous work experience, why you are interested in this position, your approximate available start date, and any other information that you feel is important. Please be prepared to provide contact information for three references, if requested.

Wildlands Engineering provides an equal employment opportunity without regard to race, color, religion, age, national origin, sex, sexual orientation, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by federal, state, or local laws.

Wildlands Engineering maintains a drug-free workplace.

www.WILDLANSENG.com