



Job Title: Business Development Coordinator Tampa, FL

THE COMPANY: MC Squared, Inc. is a regional professional consulting firm specializing in the fields of Geotechnical engineering, Geo-Environmental Construction Materials Testing and Inspection and Pavement Management with offices in Florida, Georgia and South Carolina. Our clients are comprised of DOT's, municipalities, state agencies and large multi-national engineering firms. We are retained to provide complex and innovative engineering solutions to support the design of water and wastewater treatment plants, roadways, bridges, airports, tunnels and conveyance systems. (Additionally, we provide innovative and cost-effective solutions for structures, commercial developments and educational systems.) MC Squared has created an environment of subject matter experts (SME) and seasoned professionals with national and international experience as well as PhD-level engineers. Our team provides a healthy environment for career advancement in technical, managerial and business development areas with an exceptional commitment to engineering excellence and client service.

Job Description:

The Business Development Coordinator, or BDC, informs others about company services and acts as the point of contact for new and existing clients. The BDC uses expertise and knowledge about the company's services and practices to strategically partner with and serves our clients. Some responsibilities of the Business Development Coordinator include:

Business Development Coordinator Job Responsibilities:

- Develop and maintain relationships with current and potential clients
- Provide a strong understanding of company services and innovate ways to serve business
- Attend in-state and national conferences, meetings and industry events
- Organize and develop specific client-related programs and determining company presence at conventions, annual meetings, trade associations and seminars
- Prepare and organize responses to RFPs on time
- Assist in acquisition, analysis and utilization of client leads
- Professionally represent the company through meetings with clients
- Assist the VP of Brand Development with the development and implementation of strategic Business Development plans. Specifically, you will be required to help create and publish content for proposals, articles and presentations.

Business Development Coordinator Qualification/Skill Requirements:

- Career-minded professionals with a strong desire to grow
- Exceptional communication skills (both written and oral)
- Strong analytical and presentation skills, and the ability to express technical and nontechnical concepts clearly and concisely
- Expert understanding of services (geotechnical engineering services a plus)
- Strong organizational and time management skills are critical – must adhere to deadlines, multi-task and be able to prioritize
- Innate drive to succeed and take initiative
- Advanced market research skills
- A “people person” who is confident and has a positive personality
- Ability to work independently with minimal supervision and in a team environment
- Ability to learn quickly and manage workload in a cooperative and demanding environment



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- Exceptional work ethic, with strong values and principles – takes all opportunities to go above and beyond the basic expectations
- Detail-oriented, with attention to detail for tasks with zero tolerance for errors
- An absolute commitment to client service
- A positive attitude and open mind that approaches problems from all angles
- Proficient in Microsoft 365 (Word, Excel, Outlook, Project, PowerPoint and Teams)
- Flexibility to travel occasionally including overnight travel (less than 20%)

Education and Experience Requirements:

- **BA degree in journalism, communications, marketing, advertising or similar degree**
- **2 to 5 years of experience in B2B consulting environment**

Why work for MC Squared?

Here at MC Squared, we know just how important it is to have a coherent company culture. Our firm is dedicated to safety, a positive attitude and a commitment to exceptional work quality; we take pride in a culture that is driven by these core values of safety, quality and "Can Do" attitude. Our goal is to grow our team by onboarding people who either share these core values or possess the willingness and ability to embrace these values. That is why at MC Squared, our most important asset is our people. MC Squared has experienced growth at 40 percent a year over the last several years and our current in-house projects show the trend will continue. We have a remarkable executive leadership team that will inspire you to learn and grow. We are exceptional people who excel at the top of our industry in providing exceptional solutions!

Company Benefits: MC Squared offers an excellent compensation and benefits package including medical, vision, dental, accident, GAP and disability insurance, 401(k), 401(k) match, paid life insurance, profit sharing, paid holidays and vacations. MC Squared is an Equal Opportunity Employer. You MUST be DRUG-FREE and have a GOOD driving record.

How to Apply: Please send your resume via e-mail to rsadler@mc2engineers.com. This is a full time position housed at our office in Tampa, FL. No phone calls please and NO EMPLOYMENT AGENCIES.