Proposals and Marketing Coordinator
Permanent, Full-Time

Who We Are

At SRM Architects Inc., we enrich communities by designing innovative and purposeful spaces that enhance how people live, work, and move. We're looking for a Proposals and Marketing Coordinator to help share that story and showcase our work.

Based in our Kitchener office, this full-time, in-person role offers the opportunity to work closely with our Marketing Manager, Leadership, and project teams to prepare proposals and support our marketing activities. If you enjoy developing content, coordinating complex submissions, and making technical information clear and visually engaging, we'd love to hear from you.

Why You'll Love Working Here

- **Our Culture:** We believe in a positive, supportive, and collaborative environment where everyone's voice matters. We work hard, have fun, and we're dedicated to creating a space where people can grow, learn, and be their best selves.
- **Growth Opportunities:** We believe in investing in our people; learn, grow, and develop with us!
- **Flexibility:** Enjoy a flexible schedule and a Banked Time System.
- **Perks Galore:** Health and Dental Benefits, a Health Spending Account, Employee Assistance Program (EAP) to support your well-being and participation in the TravelWise program
- **Plan for Your Future:** After one year, we contribute 5% of your base salary to a Registered Pension Plan (RPP), in addition to your regular salary!
- **Celebrate Success:** After one year, you may qualify for an annual bonus based on individual and company performance.

What You Will Be Doing

Proposal Development and Coordination

- Coordinate proposals from initial review through to submission, identifying requirements, tracking deadlines, and organizing input from Partners, project teams, and external consultants.
- Develop and refine proposal narratives that highlight SRM's relevant experience and respond to each opportunity's objectives and evaluation criteria.
- Edit, format, and proofread submissions for clarity, consistency, completeness, and visual cohesion.
- Maintain proposal templates and supporting resources to improve consistency and efficiency.
- Prepare interview presentations.
- Track submissions, outcomes, and client feedback to inform future pursuits.
- Monitor bidding websites for potential opportunities, and review with Leadership.
- Prepare draft contracts based on successful proposals.

Other Marketing and Administrative Duties

- Prepare and update marketing collateral, including staff CVs, project sheets, and portfolios.
- Assist with coordinating project photography.
- Manage day-to-day website updates.
- Prepare presentations for speaking engagements and conferences.
- Identify and coordinate award submissions including gathering written and visual materials.
- Support social media planning and content creation.
- Coordinate branded merchandise and client gifts, including sourcing, ordering, and distribution.
- Help coordinate internal and external initiatives, including volunteer events and staff activities.
- Provide general support to the rest of the administration team as required.

What We're Looking For

- **Strong communicator:** Excellent verbal and written communication skills, with experience in editing and proofreading and the ability to convey complex technical information clearly and accessibly.
- **Education & Experience:** Post-secondary education or equivalent experience in Business Administration, Communications, Marketing, Graphic Design, or a related field.
- **Creative and design skills:** Proficiency in Adobe InDesign; familiarity with Photoshop and Illustrator.
- **Microsoft Office proficiency:** Comfortable using Outlook, Teams, OneDrive, Word, Excel, and PowerPoint.
- **Tech-savvy & adaptable:** Intermediate computer skills with a knack for learning new software and hardware.
- **Collaboration and Task Management:** Experience with digital task management tools. Familiarity with Asana is an asset.
- **Discreet & professional:** Ability to handle confidential information with tact and discretion.
- **People-oriented:** Comfortable interacting with management, staff, and consultants in a professional setting.
- **Highly organized & detail-oriented:** Highly organized, strong attention to detail and the ability to manage multiple deadlines and priorities.
- **Self-motivated & proactive:** A positive, can-do attitude with persistence and excellent follow-up skills.
- **Team player:** Open to giving and receiving feedback in a constructive way.
- **Industry experience is a plus:** Preference will be given to candidates with a background in proposal writing, and / or the Architectural, Engineering, or Construction industry.

Position Information

- The salary range for this position is $55,000.00 - $70,000.00 per year.
- We do not use artificial intelligence (AI) to screen, assess or select applicants.
- This position is a true vacancy resulting from business expansion.

Ready to Join Us?

If you're excited about bringing your ideas, creativity, and organizational skills to our growing team, send us your **resume and cover letter** to **HR@srmarchitects.ca** with the subject line "**Proposals and Marketing Coordinator**."

At SRM, we're committed to an inclusive workplace and a fair, accessible hiring process, and welcome applications from all qualified candidates. If you require accommodation at any stage of the application or hiring process, please contact hr@srmarchitects.ca. We will work with you to meet your needs while keeping your request confidential; you are not required to disclose the nature of your disability.