



Ramey Kemp & Associates, Inc., a transportation engineering consulting firm, is seeking a **Marketing Coordinator/Administrative Assistant** for our corporate office in Raleigh, NC.

- Marketing responsibilities include assisting the marketing department with proposal development, resumes, database updates, and other marketing tasks as assigned.
- Administrative responsibilities include reception, phones, mail, office supplies and other tasks as needed.

Successful candidate must have strong organizational and proofreading skills and be proficient in Microsoft Office and Adobe InDesign. Knowledge of Deltek Vision, additional Adobe Suite programs and A/E/C Industry experience a plus.

E-mail resume and cover letter to hr@rameykemp.com