

Business Development Coordinator

Entry Level | Part Time (PT) or Full Time (FT)



We're looking for someone who's passionate about building connection.

At Calibre, we are driven by the opportunity to explore, support, and serve.

Calibre is a Service Disabled Veteran Owned Small Business (SDVOSB) providing civil, structural, and whitewater engineering. We're looking for an energetic, friendly self-starter to join our team. In this role, you'll be part of a supportive company structure, working with our business development and communications teams to support the entire company. This position is critical for supporting Calibre's business development initiatives and administrative functions. It is an important role that serves external clients and supports the Vice President of Business Development. You'll enjoy a diverse project workload in this position, including:

- ✓ Attending events and managing booths
- ✓ Managing and tracking data, information, and contacts
- ✓ Coordinating with multiple teams
- ✓ Conducting industry research
- ✓ Corresponding with clients, colleagues, and agencies
- ✓ Supporting business development and marketing efforts

You'll thrive in this position if you enjoy:

- ✓ Meeting new people
- ✓ Genuine connection
- ✓ Managing data
- ✓ Serving others
- ✓ A diverse workload
- ✓ Information tracking
- ✓ Personal growth
- ✓ Organization and details

Required Skills

- ✓ High school diploma, college degree a plus
- ✓ Experience with Microsoft Office Suite
- ✓ Experience with CRMs, Cosential is a plus
- ✓ Strong communication skills
- ✓ Go-getter attitude
- ✓ Self motivated
- ✓ Friendly and outgoing

Calibre Perks

We're raising the bar on benefits. Calibre is committed to our people and offers a premium compensation package that builds our team members personally and professionally. Here are a few reasons why you'll love working here:

- ✓ Supportive & Fun Work Environment
- ✓ Generous Salaries & PTO
- ✓ 100% Employer-Paid Health Insurance
- ✓ Monthly Team-Building Events
- ✓ Birthdays Your Way
- ✓ Snacks, Drinks & Weekly Catered Lunches
- ✓ 401K Contributions
- ✓ Tuition Reimbursement
- ✓ Flexible and Remote Work
- ✓ Transit Reimbursement
- ✓ Calibre Swag Store
- ✓ Health & Wellness Program
- ✓ Licensure Reimbursement
- ✓ Mentor Protégé Program
- ✓ Active Living Stipend
- ✓ Paid Weekly Training
- ✓ Short-Term and Long-Term Disability
- ✓ Company-Paid FMLI Coverage
- ✓ **Half-day Fridays!**

Pay Scale

Compensation is dependent on experience. This role may be full- or part-time depending on employee preference.

\$30,000 - 50,000 PT

\$42,500 - 65,000 FT

Ready to connect?

Send your resume and cover letter to:
info@calibre-engineering.com

calibre-engineering.com/careers

