



# DIRECTORATE OF INDUSTRIAL LIAISON

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**'SAY NO TO CORRUPTION'**

02-12-2025

## Marketing Coordinator (Remote)



WebHawkx, Civil Engineering & IT Consulting Firm

### Position Summary

Results-driven Marketing Coordinator with experience supporting business development, proposal management, and digital marketing initiatives in engineering and consulting environments. Skilled in creating and managing marketing campaigns, developing client-facing materials, coordinating virtual events, and maintaining organized workflows. Strong communicator with expertise in proposal writing, content development, CRM systems, and presentation design. Adept at managing multiple projects, prioritizing tasks, and delivering high-quality results in a remote, fast-paced setting, with a commitment to continuous learning and professional growth.

### Key Responsibilities

- Develop and execute marketing and product plans aligned with the firm's objectives.
- Create, edit, and format marketing emails, proposals, reports, presentations, and client-facing materials.
- Conduct research on RFPs, industry trends, competitors, and clients needs to support business development.
- Draft, review, and submit proposals in collaboration with technical and business teams.
- Build and maintain client relationships and support early-stage business development activities.
- Plan and coordinate virtual events, webinars, and outreach campaigns, including materials and follow-ups.
- Maintain organized marketing databases, documentation workflows, and collaborate with internal teams.
- Oversee marketing assistants and external clients provide cross-functional support and internal training.
- Strong written and verbal communication skills, confident in virtual client interactions.
- Proficient in proposal writing, content development, digital marketing tools, email platforms, CRM systems, and presentation development.
- Ability to manage multiple projects, prioritize tasks, meet deadlines, and maintain attention to detail in a remote environment.

### Qualifications

- Applicants with a few years of experience are highly encouraged to apply.
- Strong written and verbal communication skills, including experience with proposal writing, content development, and professional document formatting, with confidence in virtual client interactions.

### How to Apply:

Please send your resume to

[mshahzad@webhawkx.com](mailto:mshahzad@webhawkx.com)

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