



DIRECTORATE OF INDUSTRIAL LIAISON

NED University of Engineering & Technology

University Road, Karachi-75270 Pakistan

Tel: (+92-21) 99261261-8, Ext: 2274, 2218, Email: dil@neduet.edu.pk



'SAY NO TO CORRUPTION'

Dated: 30th May, 2025



WebHawkx, LLC

Building Smart Solutions

Job Title: **Marketing Coordinator (Civil Engineer)**

Location: **Remote**

Job Type: **Full-Time**

Company: WebHawkx, LLC

WebHawkx, LLC is a U.S.-based Engineering and Consulting Firm specializing in Water & Wastewater, Infrastructure & Utilities, and Innovative Technology solutions. We offer a wide range of services, including Program & Construction Management, Construction Inspection, Asset Management, Condition Assessment, Project Controls, GIS, and IT Consulting. We support government and commercial clients by delivering impactful results through the right expertise, technology, and leadership.

Job Description:

As a **Marketing Coordinator** at **WebHawkx, LLC**, you will play a key role in supporting our marketing and business development efforts. This position requires a detail-oriented, creative, and strategic thinker who can manage multiple tasks efficiently. You will collaborate with cross-functional teams to implement effective marketing strategies that promote company growth.

Key Responsibilities:

- Plan and manage email marketing campaigns for Civil Engineering-related projects.
- Generate leads through online research, outreach, and CRM follow-up
- Support proposal writing to submit Request for Proposal (RFP) responses.
- Coordinate internal marketing projects and ensure timely delivery.
- Develop marketing materials, presentations, and reports.
- Conduct market research to increase the clientele
- Contribute to strategic marketing and business development planning.
- Maintain documentation and track campaign and project performance
- Communicate effectively, multitask efficiently, and work well in a collaborative team environment.
- Assist in project management activities to ensure the smooth execution of marketing initiatives

Qualifications:

- Bachelor's degree in Civil Engineering or a related field (preferred)
- 1-2 years of experience; fresh graduates are encouraged to apply

Compensation:

Compensation will be based on qualifications and experience in Pakistani Rupees.

322 Main St, Suite #117, Laurel, MD 20707
Tel 773.593.0601 | Fax 866.774.4618 | www.webhawkx.com

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WebHawkx, LLC

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Traning:

WebHawkx has a new employee training program, which will enable our new employees to become successful engineering professionals.

To Apply:

Send your resume to mshahzad@webhawkx.com

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