

## **Business Development Assistant – The Louis Berger Group, Inc.**

The Louis Berger Group is an internationally recognized consulting firm that provides engineering, architecture, program and construction management, environmental planning and science, and economic development services. We are currently looking for a business development assistant in our Kansas City office.

### **Function:**

Full-time entry-level position for an individual who holds a degree and is interested in growing in a fast-paced environment. This person is detail-oriented, flexible, and has the ability to prioritize and perform multiple tasks such as:

- Conduct research for specific project pursuits
- Database administration to include uploading opportunities to SharePoint
- Assist with conference/tradeshows coordination
- Support proposal management team on proposal efforts
- Participate in proposal production
- Assist with formatting and editing for various marketing- and proposal-related activities
- Assist with archiving proposal elements into marketing databases

### **Experience/ Qualifications:**

Highly organized, detail-oriented multi-tasker. People and negotiation skills needed. Attention to detail and organizational skills are essential for successful performance in this position.

Proficiency with Microsoft Office Suite required. Experience with Adobe InDesign preferred.

Please send resume and cover letter to [kgull@louisberger.com](mailto:kgull@louisberger.com).