



## Service and Sales Support Manager

GexCon is a leading engineering and consulting firm headquartered in Bergen, Norway with US offices in metropolitan Washington, DC and Houston, Texas.

GexCon US provides Risk and Safety Studies using the industry-leading CFD software FLACS, as well as Accident Investigation, Failure Analysis and Prevention, R&D and Experimental Testing and Software Sales and Support.

Candidates are being sought for our Bethesda, Maryland office. The individual in this position will be supporting the consulting and software sales activities for the company, and developing marketing opportunities to expand our business. Major job responsibilities will include:

- Interfacing with our consultants to develop coordinated marketing strategies.
- Conducting market research.
- Identifying conferences, trade shows and other speaking opportunities and ensuring necessary materials are available.
- Managing and assisting with trade show activities.
- Coordinating marketing materials and website development.
- Writing, designing, organizing and categorizing marketing materials, newsletters, advertising and electronic materials.
- Addressing branding and messaging for the firm.
- Supporting existing CRM databases.
- Integrating information with content management software to ensure brand and message consistency.
- Travelling within the US and potentially internationally.

The successful candidate will have the following:

- M.S. in a technical discipline or M.B.A. preferred. Relevant experience may be considered in lieu of education requirement.
- Prior experience in marketing management.
- Excellent verbal and written communication skills.
- Advanced knowledge of business and marketing writing for online audiences.
- Must be detail-oriented, highly organized, and a self-starter.
- Must be able to work under critical time deadlines and to re-evaluate priorities while exercising discretion, diplomacy, and good judgment.
- Ability to take ownership of projects and multi-task.
- Excellent interpersonal skills, including the ability to maintain effective working relationships.
- Ability to interact with consultants and staff at all levels as well as with clients and business contacts.

GexCon US offers a comprehensive benefit package including Health/Dental, Life and Disability Insurances, Paid Vacation and Sick Leave, Holiday Pay, 401k savings and more.

How to Apply:

Email your CV/Resume with cover letter and salary requirements, along with current availability to:

[David.Ellis@gexcon.com](mailto:David.Ellis@gexcon.com)

Alternatively you may send or fax your information as indicated below:

GexCon US  
Attn: David Ellis  
4833 Rugby Ave., Suite 100  
Bethesda, Maryland 20814  
FAX: 301-656-2953

You must be legally authorized to work in the United States and have a valid passport. A background check and drug test may be required as a term of employment.

No phone calls or recruiters please - GexCon US is an EOE