



Transportation Planner– Ardmore, PA

KMJ Consulting is a 100% Woman-owned business. We are a niche firm whose market is public sector traffic engineering design, planning, and stakeholder involvement. We have clients at the federal, state and local level and are known in the market sector to provide strategic, creative and responsive service for nearly 20 years. KMJ's team is comprised of 15 members with a variety of skill sets, including traffic engineering, IT, stakeholder involvement and social media.

The firm:

- promotes entrepreneurial spirit
- demonstrates proven client focus
- is innovative solutions oriented
- encourages intellectual curiosity among team members

We are looking for a versatile addition to our Ardmore staff. If you are a dynamic, reliable, creative and organized individual who has an interest in working for a growing company, please reply. Here is what you need to be successful at KMJ Consulting, Inc.

Skills/Qualities

- Minimum B.S./B.A. (focus on Planning, Geography, Transportation or other applicable)
- Have an entrepreneurial mindset
- Illustrate exceptional organizational skills
- Have excellent writing (grammar, spelling and punctuation) and verbal skills
- Be proficient in Microsoft productivity suite (Word, Excel, PowerPoint, Outlook)
- Have hands-on experience with web-based and social media applications
- Contribute to the team effort by accomplishing multiple concurrent tasks
- Think independently and work well as part of a team
- Learn and practice the necessary elements to successfully complete a project
- Demonstrate proven problem-solving skills

Specific duties include, but are not limited to the following:

- Communicate in writing and verbally with internal staff and external entities
- Create and maintain a variety of databases and company resources
- Diligently track submission documents
- Organize logistics and manage client web meetings and communications
- Manage the company's social media (LinkedIn, twitter, email blasts and website)

Our Company is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability, veteran status, sexual orientation, gender expression or identity, genetic information, or any other basis of discrimination prohibited by applicable local, state or federal law.

Please forward resume and cover letter to HR@KMJINC.COM