

## **Executive Administrator/Marketing Professional**

We are seeking an experienced executive administrator and marketing professional with strong technology, communication, and organizational skills to join our team. A successful candidate should be outgoing, energetic, creative, and quick to learn new technologies. The ideal candidate would be an entrepreneurial self-starter who enjoys multi-tasking and is eager to dive into a range of projects to help grow our business.

This position will work closely with our executive team. Responsibilities will also include involvement and assistance for the outside sales force.

### **Executive Administration**

- Coordinate travel, arranging meetings, conferences and teleconferences, and providing day to day executive support.
- Take ownership and responsibility for projects and special assignments at the direction of the CEO, President and support of sales and marketing projects
- Supervise office administrator – responsibilities include, but not limited to employee calendars, phone lists, office supplies, lunch meeting preparation and employee appreciation

### **Sales Administration**

- Manage all aspects of CRM system, including data entry, customer reports, and coordinating communications.
- Assist Sales Manager with coordination of salesmen schedules, open quote/order status and salesmen activity reports
- Assist in organizing follow up packages for salesmen to present to customers
- Salesmen expense approval

### **Marketing**

- Serve as the primary liaison to manage, track and disseminate all external marketing information from telemarketers, advisers, seminars, and any other marketing activities.
- Assist in the creation of all company marketing materials to assure accurate, informative and unified branding including: creation of power points, sales collateral, special event invitations, correspondence with clients and vendors.
- Create periodic newsletters based on provided input; proof and edit client correspondence and documents.
- Maintain up-to-date content on website and all other social media management.
- Coordinate national trade shows (approx. every 2 years) including booth design, budget, show set up and documentation

### **Qualifications:**

- Associate or higher degree or equivalent prior sales administrative and/or marketing experience preferred.
- Supervisory experience preferred
- Excellent written, verbal, and interpersonal skills.
- Excellent communication skills with customers
- Excellent Microsoft Office skills Word, Excel and Power Point is a MUST
- Strong time management skills with a focus on results.
- Ability to work independently and take responsibility for a range of projects.