

MARKETING COORDINATOR

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Marketing	COMPENSATION	Salary
POSITION TYPE	Full-Time	TRAVEL	Minimal
CONTACT	Chuck Radabaugh		

We are looking to add a marketing team member with the ability and expertise to assist on many marketing-related projects. The Marketing Coordinator is predicted to help with client proposals, RFP responses, presentations, marketing collateral, event planning, website management, analytics, videography, and email marketing. The ideal candidate will be well-rounded and able to offer additional support to our internal workplace studio and sales team.

To ensure success, the ideal candidate should display excellent organizational skills, good time-management skills, and the ability to multi-task in a fast-paced environment. A top candidate should possess remarkable conflict management and decision-making skills to ensure employee compliance.

ROLES & RESPONSIBILITIES:

- Assist on the development of client proposals and bid responses
- Assist and eventually lead RFP response opportunities
- Collaborate with sales, design and project management on client proposals and presentations
- Support and contribute to the company brand standards
- Assist on the development of communications facing externally (formatting & copywriting)
- Support the marketing team on other projects/tasks related to: digital marketing, content marketing, social media
- Assist with website maintenance and management
- Measure and report on the performance of digital marketing campaigns and assess against goals
- Assist with internal or external videography projects
- Provide presentation graphics for internal and external audiences
- Support events with audio/visual and digital graphics

QUALIFICATIONS & EDUCATION:

- Excellent time management (manage multiple deadlines at once) and communication skills
- Must be detail oriented and have the capability to be responsive in a timely manner
- Aptitude with technology and willingness to learn and improve
- Software experience in: Adobe Creative Cloud (InDesign, Photoshop) and Microsoft Powerpoint
- Experience integrating InDesign and Powerpoint a plus
- Bachelor's degree in Graphic Design, Visual Communications Technology, Interior Design, Marketing, Public Relations or similar
- Entry level or up to 4 years' experience

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.