

## **Marketing Coordinator**

Mid level, non manager: 3+ years relevant experience

### **Responsibilities:**

- Acts as the primary point of contact for daily operation of marketing projects, ensuring smooth and efficient workflow
- Creates promotional materials: brochures, line cards posters banners etc.
- Maintains relationships with vendor reps and coordinates in house product trainings
- Has hands-on involvement in a variety of marketing logistics, including event production through booth scheduling and shipping, collateral coordination and premium ordering
- Staffs trade show and promotional events as needed
- Manages inventory of in-house premiums and fulfillment of contest prizes
- Stays current on industry knowledge by attending educational workshops or classes; reviewing related publications; establishing networks
- Handles other duties as assigned

**Education/Experience:** 4 year degree, and a minimum of three years experience as a marketing coordinator in an industrial setting or other large company with multiple concurrent projects. Equivalent combination of education and experience will be considered.

### **Skills and Abilities:**

- Demonstrate the ability to handle multiple projects and details simultaneously, and be organized and attentive to deadlines
- Possess self-direction, tact, diplomacy and a clear, courteous, professional manner when dealing with the public
- Have effective oral communication skills and the ability to make presentations to small and large groups
- High energy level essential
- Work cooperatively with staff inside and outside of the department
- Be proficient with Microsoft Office
- Read and write English fluently

### **For Consideration:**

- Mail, email, or fax resume' to A&M Industrial Supply: 1414 Campbell St, Rahway, NJ 07065  
[Jobs@am-ind.com](mailto:Jobs@am-ind.com), Fax: 732-574-1110
- Include salary requirements when applying
- **Principals only. Recruiters please don't contact A&M about this position**

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