



Job Responsibilities – Marketing Assistant
(Sales Coordinator, Inside Sales Position)

Seeking a self-motivated, detail-oriented individual for Sales & Marketing.

Duties include but are not limited to:

- Assisting and Supporting Marketing Director in Sales & Marketing.
- Respond to customer requests and new inquiries in consultation with Marketing Director.
- Plan and organize marketing events.
- Visit customers for new business opportunities and review existing business.
- Collaborating with other departments to ensure sales & marketing queries, and sample requests are handled timely and efficiently.
- Proactive in Marketing activities.

Starting Salary: \$50K, based upon experience.

Benefits:

- Health Insurance Plan
- 401K Retirement Plan with Employer match.
- Annual performance-based Bonus.
- Life Insurance (Employer Paid)