

Marketing Coordinator

We're looking for a high-energy, high-performing member to join our Marketing team as Marketing Coordinator. We're looking for someone who has great project management skills, is very organized, flexible, and adaptable to a quickly growing business. Capable of managing several projects, you must enjoy variety and demonstrate high levels of organization while prioritizing your workload to meet deadlines and key objectives. Excellent attention to detail and a high level of accuracy are a must as is the ability to communicate effectively with all teams and departments.

You're the right person for this role if:

- You're a great writer, with no patience for typos or poor grammar.
- You can think creatively about products that may seem ordinary.
- You are consistent, and able to follow systems to maintain processes that already work.
- You enjoy figuring things out, from creating new processes to learning new technology.
- When you don't know something, you Google it, or you've built relationships to be able find others to help.
- You're a natural communicator and will ask questions when you're stuck.
- You have a great attitude, love to have fun at work, and know how to get the job done.

Our full-time Marketing Coordinator will serve in 4 main areas:

- Tradeshows - collaboration on development and execution of corporate events.
- Product Management – maintain our product information system ensuring all content for dealers is current and accurate. Ensure other departments have accurate information as well.
- Sample management – includes ordering, inventory management, and information management of sample products.
- Support – supports Marketing and Sales teams in product launches, strategy implementation, customer management, product maintenance, and other duties as assigned.

Required Skills:

- Demonstrated ability to use Microsoft Office - especially excel.
- Ability to use the Web as a research tool.
- Technologically savvy – ability to learn new systems and leverage them to perform tasks better.
- Strong time management - ability to multi-task and prioritize work.
- Problem solving and resourcefulness – drive to figure out solutions to problems that arise and use available resources to overcome roadblocks.
- Communicative – willing to share when you are excited or discouraged and everything in between.
- Inquisitive – knows when to ask questions, what questions to ask, and is unafraid to challenge the status quo.
- Confident – The idea never spoken, or task not executed due to fear of rejection or failure does NOT work in this role. You must be confident to share, act, and challenge when necessary when collaborating with team members from home and outside departments.
- Autonomous - Ability to work individually and self-start projects with little oversight. Micro-management is NOT part of this role.
- Time Management / Prioritization – you can manage your time effectively and prioritize tasks and projects based on deadlines, importance, and workload.

Experience:

- The ideal candidate would have 1-2 years of experience in a coordinator or administrative type role.

About GMI:

We are a family-owned company that truly values its employees and fosters and celebrates collaboration, personal and professional development, and out of the box thinking.