

MARKETING ASSISTANT

Empire Comfort Systems
Belleville, IL

We are seeking a full-time Marketing Assistant to join the Marketing Team in Belleville, IL. The ideal candidate is able to collaborate with others, be self-motivated, and detail-oriented. The Marketing Assistant will work closely with many departments in order to complete projects. This position reports to the Marketing Manager.

Responsibilities

- Process marketing program claims
- Prepare reports and analyze marketing programs
- Maintain price files and formatting
- Plan and execute tradeshow and events
- Coordinate on-site and off-site technical and sales trainings
- Maintain merchandise program and process orders
- Maintain open communication with customers and Empire's Marketing Team to ensure needs are met and inquiries are resolved
- Assist with updating of web files as needed
- Assist with marketing team projects as assigned

Skills/Qualifications

- Associates degree or 2+ years related experience
- Attention to detail and organization is a must
- Excellent customer service skills
- Proven ability to hit deadlines consistently and with accuracy
- Ability to work in a fast paced, high demand environment
- Proficient in Microsoft Office Suite
- Creative mindset
- Prior tradeshow or event coordination a plus

Benefits

- Health, Vision, Dental Insurance
- 401K Plan
- Life insurance
- 10 scheduled holidays
- Paid time off

How to Apply

Send a resume and cover letter to jobs@empirecomfort.com. Please include "Marketing Assistant" in the email subject line.

