



Title: Marketing Coordinator
Reports to: Marketing Director
Supervises: N/A
Works closely with: Marketing department

General Description:

Under the direct supervision of the Marketing Director, the Marketing Coordinator role is to support the Marketing Director in managing daily operations and assist with completing marketing initiatives. This role includes coordinating meetings and follow-ups, managing email, assisting with online events, and performing marketing tasks as assigned. May take on increasing responsibilities in marketing tasks as knowledge develops.

Responsibilities:

- Manage and organize the Marketing Director's calendar, schedule meetings, and handle follow-up tasks.
- Monitor and organize emails, ensuring timely responses and prioritization of important tasks.
- Support online marketing events and handle preparatory tasks for successful execution.
- Assist in compiling data and conducting basic marketing analysis.
- Track project deadlines, updating and reminding Marketing Director with dates.
- Gradually take on more marketing tasks and contribute to team projects.
- Performs other duties as assigned.

Requirements of all Employees:

- Use your best efforts and full capability daily to do the work assigned to you by your manager.
- Advise your manager if you do not understand the work they have assigned to you, or if the assignment does not fit with your knowledge of the circumstances, current skills or available time and resources.
- Advise your manager of any situations or obstacles that could keep you from accomplishing the work assigned to you.
- Advise your manager of any situations or opportunities that could help you complete or improve the work assigned to you.
- Demonstrate work behaviors consistent with the company values and work within prescribed boundaries, including company policies, standards, or procedures.
- Seek special consideration from your manager when unable to work at your best.

Job Specific Requirements:

- Business Degree or 2 years of Marketing with Executive Assistance experience preferred.
- Strong attention to detail
- Self-starter with excellent organizational skills and ability to prioritize and re-prioritize tasks in response to a dynamic environment
- Ability to manage multiple projects at once in a deadline-driven environment.

Physical Demands:

- Standing, walking, and sitting for long periods of time.

- Typing on keyboard.
- Viewing of lighted computer monitor.
- Speaking and hearing.
- Using hands to perform tasks.
- Working in a typical office work environment.
- Work is normally performed in a typical interior/office work environment.

Benefits Offered:

Health insurance

Dental insurance

Vision insurance

Flex Spending

Health Savings (HSA)

Life Insurance

STD/LTD Insurance

PTO

Anniversary Time Off

401(k) plan

Product Discount

This is a remote position.

The main office is in Littleton, Colorado.

Please apply to: apply@inquisicorp.com