



MARKETING COORDINATOR

Full-Time

RESPONSIBILITIES

- Provide top-notch customer service
- Collaborate with other departments to develop marketing materials as needed
- Coordinate and distribute marketing materials (ex: faxes, flyers, banners, signs, and digital marketing materials.)
- Coordinate and produce social media content for Facebook, Instagram, LinkedIn, and YouTube
- Develop and produce video content for social media and the GRAA website
- Develop client-specific promotions as needed
- Assists in the preparation and marketing of special events for the company, customers, and/or employees
- Encourage and facilitate the auction environment through innovative and exciting promotions

QUALIFICATIONS

- Entry Level Position
- Marketing degree a plus, but not required
- Graphic Design experience a plus, but not required
- Ability to communicate effectively with peers, supervisors, and customers
- Excellent written and oral communication skills
- Microsoft Office Suite and Adobe Creative Suite experience are a plus, but not required
- Self-driven to meet deadlines and complete projects in a timely manner

BENEFITS

- Dental Insurance
- Health Insurance
- Life Insurance
- Vision Insurance
- 401(k)
- 401(k) matching
- Employee Assistance Program
- Paid Time Off

HOW TO APPLY

- Email your resume to canderson@graa.net
- Stop in and apply in person

Have questions about the position? Call us today at 574-289-7767

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