

## MARKETING PROJECT COORDINATOR

Verbatim Americas seeks a **Marketing Project Coordinator** to focus on project coordination of all marketing material development including (but not limited to) product launches (packaging and content), collateral, advertising, and product presentations. This position also focuses on project coordination of all tradeshow events including (but not limited to) vendor management, contracts, meeting schedules, logistics, lodging, giveaways, attire and services. As well as project coordination of catalog reviews for the distribution and retail channels, including meeting preparation, SKU documentation and proofing and working with Sales Support team to ensure they have the information they need to setup each item.

### Responsibilities include:

- Project coordination of product launches, including (but not limited to) packaging, collateral and rich content.
- Maintain project database with timelines and action items, ensuring all items are available at the correct times from all parties
- Work with fellow team members to manage all customer catalog reviews (reviewing previous business and making recommendations for new placement within each account for the upcoming years) from proposal stage to set up information, through proofing final pages before materials go to print.
- Work with Customer Support team to ensure all catalog setup is completed as needed.
- Coordinate planning and setup for all sales and marketing meetings, corporate and customer trade shows, floor days and training sessions.
- Coordinate the shipping of necessary presentation materials (including collateral, signage and booth set up as well as samples) for corporate trade shows, customer trade shows, floor days or training sessions.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- One to three years' experience in project coordination, advertising project trafficking or related field. Bachelor's degree (B. A.) in marketing, advertising, business administration or related area (preferred). Experience in the computer peripheral products industry is helpful.
- Must be detail oriented!
- Excellent organizational, problem solving and time management skills required.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook & PowerPoint); Adobe Creative Suite (preferred).
- Ability to manage multiple tasks with frequent interruptions, occasionally in urgent situations.
- Excellent interpersonal skills for interacting with all levels of employees and clients.
- Must understand high-priority scenarios and act accordingly.
- Must be able to evaluate and select among alternative courses of action quickly and accurately and work well in stressful, high-pressure situations.
- Must be able to show initiative in job performance, including anticipating what needs to be done before it becomes a necessity.
- Ability to understand the basic technical features of each of our products, how they work, and what they are used for by our customers/consumers.

**Work Environment and Physical Demands:** Please see full description at the following link.