

Marketing Assistant Position

To apply, email a copy of your resume to bryon@mobile-pack.com.

20 hours per week with increased hours possible

Downtown Seattle, small business

Directly support two partners

The purpose of this position is to assist the partners of Mobile-Pack with positioning the company to create greater market presence, increase revenue, and expand into the international markets not yet tapped.

Primary Responsibilities:

1. *Magazines* - Tap all market magazines (primarily hospitality) with articles relating to Mobile-Pack and its usage. Expand opportunities to PSBJ, Cleaning Supply Magazines, International/Domestic Lodging Magazines, Home Cleaning Magazines, Amazon and possible interest in a garden pack product.

2. *Website* - Coordinate all website updates. Work with partners to effectively address website changes and work with website designer to make these adjustments. Keep the website current. Incorporate testimonials.

3. *Social Media* - Research, join, and utilize all social media opportunities for the benefit of Mobile-Pack, in the marketplace to include but not limited to Twitter, LinkedIn, and Facebook.

4. *Customer Service* - Act as a liaison to our customer base by addressing customer satisfaction. Create a summary document to evaluate success, failure, and needed changes.

5. *Customer Relationship Management* - Become the expert in ACT. Ensure ACT is continuously updated and accurate.

6. *American Hotel Register Company* - Be the contact person to sales people in the domestic market, including Canada and the Caribbean. Initiate monthly sales calls and meetings with National Account Managers and their staff. Be the champion for podcasting seminars for inside and outside sales with AHR.

7. *Measure Success* - Increase in hours will be the result of ensuring that the above categories reflect a cost savings and/or sales increase.

Job Specifications:

Education Requirements -

Solid understanding of software technology

Highly articulate and accomplished writer

Ability to work well with little direction and proven ability to do detail-oriented work
College degree preferred

Experience -

Prefer 3 years experience with databases, filing techniques, and experience with general office administration

General interest in sales and being the point person on some projects

Skills -

Attention to detail

Good organizational skills

Excellent written and verbal communication skills

Intermediate to advance level of computer skills

Proven ability to prioritize

Ability to maintain accurate, detail-oriented records

Must be able to work both independently and in groups

Prove ability to manage projects, timelines, and deadlines