



Sales/Marketing Administrator

Employment Type: Full-Time

Compensation: Negotiable

Benefits Offered: Medical, 401K, Performance Bonus

Location: Milford, OH

Integrated Test & Measurement (ITM) is a structural test & measurement engineering service and software company located in Milford, OH that helps companies reduce costs and improve efficiencies in their product development, manufacturing, and production activities. ITM provides software development, structural and mechanical testing services, industrial monitoring, strain gauging, and data analysis solutions to clients around the globe. ITM is a recognized National Instruments Gold Alliance Partner.

We are seeking a candidate to fill a full-time Sales/Marketing Administrator position who will be responsible for working directly with the executive, marketing, and sales teams to support all aspects of sales, marketing, and operations, including internal and external interactions with other departments, staff, and customers.

Education and Experience Requirements:

- High school diploma or equivalent and 3 plus years' experience in sales or another related field required.
- Three to five years of previous administrative experience.
- Previous corporate Sales/Marketing experience desired.
- Experience with Office 365, SharePoint and Salesforce desired

About you:

- You are self-driven and a self-starter.
- You are punctual and responsible.
- Excellent organization, communication, customer service, and computer skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- You take pride in your work and are obsessed with attention to detail.
- Must be able to establish and maintain strong relationships with internal and external customers.
- You are comfortable communicating ideas across teams.

- Excellent attention to detail required to perform computing, administrative and record-keeping tasks efficiently.

About your role:

- Prepare and maintain reports for weekly meetings
- Organize and manage digital files for marketing and sales team
- Process sales orders and enter sales data and customer information.
- Conceptualize, draft and send well-constructed and professional correspondence and proposals.
- Utilize social media to promote sales
- Manage and track sales leads and opportunities
- Support project managers through the fulfillment of projects
- Provide written communication via email or hard copy correspondence, for internal and external purposes, on behalf of marketing and sales management.
- Maintain positive inner relationships with all departments to expedite efficient communication.
- Identify and manage strategic marketing events
- Maintain records for performance bonuses
- Maintain an organized professional-looking office environment

Must be authorized to work in the United States. ITM is not currently accepting work visas. Qualified candidates are asked to send resumes, cover letters, and references to:

Josh.fishback@itestsystem.com

Integrated Test & Measurement, LLC. is an equal opportunity employer.