



Marketing Content 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 Marketing Content Administrator position who will be responsible for working directly with the executive, marketing, sales, and engineering teams to support our inbound marketing initiative. This position assist with the management and production of inbound marketing material include blogs, webpages, and videos.

Education and Experience Requirements:

- High school diploma or equivalent and 3 plus years' experience in sales, marketing or another related field required.
- 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.
- You love to write.
- 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.
- You are a skilled editor
- You have excellent interviewing skills
- You embrace social media
- You have solid video editing skills
- You love analytics, numbers, and measurements
- You are continually thinking outside the box

About your role:

- Produce sales and marketing content (blogs, emails, webpages) from rough drafts, outlines, and interviews
- Organize and manage digital files for marketing and sales team
- Manage email marketing campaigns
- Utilize social media to promote sales
- Apply general website updates
- Maintain positive inner relationships with all departments to expedite efficient communication.
- Identify and manage strategic marketing events
- Maintain an organized professional-looking office environment
- Create and edit sales and marketing/ how-to videos

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.