



Marketing/Sales Administrator

Employment Type: Full-Time

Compensation: \$35K - \$45K

Benefits Offered: Medical, 401K, 401K Matching, PTO, Performance Bonus

Location: Milford, OH

Integrated Test & Measurement (ITM) is a structural test & measurement engineering service and software company located in Milford, Ohio, 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 NI Systems Integrator.

We are seeking a candidate to fill a full-time Marketing/Sales 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.

Experience and Beneficial Skills:

- Associates or bachelor's degree in marketing or business-related field
- Experience in sales, customer service, or administration is a plus
- One (1)+ year of relevant work experience (Co-op or full-time)
- Experience in market testing and analytics
- Experience with social media management
- Experience with Office 365, SharePoint and Salesforce desired

About you:

- You are self-driven, a self-starter and a team player
- You are punctual and responsible.
- 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.
- Excellent attention to detail required to perform computing, administrative and record-keeping tasks efficiently.

- You are a skilled editor
- 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:

- Prepare and maintain reports for weekly meetings
- Build brand awareness through various media outlets
- Identify potential markets and test extensively
- Help collect and analyze Google Analytics data
- Build and execute various campaigns
- Develop creative marketing content
- Organize and manage digital files for marketing and sales team
- Conceptualize, draft and send well-constructed and professional correspondence and proposals.
- Manage and track sales opportunities in Salesforce
- 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.
- Maintain an organized professional office environment
- Produce sales and marketing content (blogs, emails, webpages) from rough drafts, outlines and interviews
- Apply general website updates
- 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.