



Purvis Industries is growing, and is seeking a dynamic, highly organized **Marketing Coordinator** to join our team. This position will be responsible for conducting relevant market research, produce effective promotional materials, and assist with the coordination and set up of special Corporate events or trade shows.

Responsibilities

- Marketing coordinator will successfully assist the marketing and business development teams with various tasks such as collateral development, customer satisfaction analysis, sales, product development and service programs.
- Act as a corporate host and/or event manager at any corporate event.
- Manage all collateral with printing company, fulfill all merchandise orders to branches. Manage all event funding and supplier participation for the company.
- Coordinate the events calendar for the company as well handle funding, set-up, advertising, and in some cases execute and host the event.
- Create and curate content for social media and website.
- Assist Marketing Director with special projects as needed.

Preferred Candidate Skills

- B.A. in marketing, business or organizational development a plus.
- A minimum of 3-5 years marketing or sales administrative experience.
- Good communications skills.
- Must be a self-starter and self-manager.
- Excellent organization skills and project management skills.
- Be able to operate under pressure and meet deadlines accordingly.
- Candidates should have business knowledge and customer service skills.
- Sound understanding of the principles of marketing.
- Strong understanding of new technologies and how they can be applied to marketing.
- Excellent copywriting skills – ability to rework technical text for a broader audience.
- Ability to manage budgets and coop funds.
- Ability to travel less than 10%, as needed.
- Computer proficiency with Microsoft office and Adobe Creative Cloud.
- Creative and innovative with a cheerful disposition.
- Great attention to detail.
- Marketing and sales awareness and experience working within the distribution industry is preferred.

In addition to the responsibilities specific to the position, all team members are expected to:

- Promote teamwork and cooperative effort.
- Understand and apply appropriate quality assurance and improvement processes.
- Practice positive customer relations and constructive problem solving.



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- Continuously upgrade skills and knowledge to improve personal effectiveness and provide training and guidance to less experienced/or skilled personnel.
- Maintain a safe and unobstructed work area, follow all safety guidelines and utilize appropriate safety equipment and practices.
- Perform other duties as assigned.
- Review and understand company ethics policies.
- Practice honesty and integrity in customer and vendor relations.
- Understand terms and conditions of sales and the extent of liability and responsibility.
- Communicate and interact professionally with other team members.
- Communicate company's commitment to continuous improvement process.
- Present a professional image.

Purvis Industries offers a professional environment with competitive salary and benefits that include medical, dental/vision, Life, and 401k matching, as well as an aggressive vacation schedule. **Purvis Industries is an Equal Opportunity Employer and promotes a drugfree workplace.**