**Marketing Coordinator**

**Position: Full Time**

**Benefits: Medical, dental, vision, 401k w/company match (begins on date of hire), vacation, sick time, short term/long term disability, life insurance (no cost to employee), tuition reimbursement, employee discounts, gym discounts, annual service awards, 12 paid holidays, and much more**

**How to apply:** [**www.mt.com**](http://www.mt.com) **– about us – jobs & Careers**

**Summary:** The Marketing Assistant plays an important role in the overall success of the Product Inspection Marketing Team, acting as the 'cement' that fills in the gaps. This role will assist the team with achieving the department objectives of promoting our company and product offerings, as well as driving leads to the Field Sales and Service organizations.  Through the use of outstanding organizational skills, this individual will help streamline and make processes more efficient and effective, thereby making everyone more successful.  In addition, this role will be responsible for completing and submitting mandatory reports to meet internal and governmental requirements.

**Essential Duties and Responsibilities include the following:**

* **Bus Program** (motor coach with equipment from all companies within division, traveling throughout the US and Canada during the year)
  + Complete and submit the State Automated Reporting System (STARS) reports
  + Make flight arrangements for bus drivers
  + Use visit logs to create monthly lead reports due to the Controller
  + Prepare and submit bus driver expense reports on a monthly basis

**Marketing Campaign Support**

* Pull contact mailing lists for marketing campaigns, including email, self-mailers and newsletters
* Scrub and format contact mailing lists in preparation for submission
* Combine post-execution email results to prepare calling lists for Telemarketing
* Enter email request forms to schedule emails

**Marketing Department Support**

* Prepare and submit monthly expense report for general Marketing credit card
* Monitor printed publications for placed advertising, white papers, and editorials; scanning all materials into organized folders
* Update marketing bulletin board with newest ads, white papers, brochures, emails, etc.
* Check marketing mail box daily and distribute to appropriate personnel
* Other tasks as assigned

**Knowledge, Skills, Attitude:**

* Must be very well organized, with attention to detail
* A team player, willing to pitch-in where needed
* Polite and professional demeanor and able to work with a diverse group of individuals
* Self-starter who takes initiative and suggests process improvements where observed
* Working knowledge of Microsoft Office software, including Word, Office, and PowerPoint; Advanced level of Excel experience preferred
* Able to meet deadlines and stay on schedule

**Educational Requirements:**

* Bachelor’s degree in business, marketing or closely related discipline is preferred, plus 1-2 years of marketing experience.

**METTLER-TOLEDO, LLC.,**is an Equal Opportunity Employer. ***We offer a very competitive compensation and benefits package.***Employees are eligible for coverage under our broad-based insurance programs, including basic medical, dental, and major medical. We also provide each employee with paid life insurance and paid accidental death and dismemberment insurance. We recognize the importance of financial planning and offer employees a 401(k) Savings Plan.

**METTLER-TOLEDO, LLC.,** is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

**METTLER-TOLEDO, LLC.,** and its subsidiaries endeavors to make mt.com accessible to any and all users.  If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact HR Senior Representative (HR Department) at 813-889-9500 or [laly.vazquez@mt.com](mailto:laly.vazquez@mt.com).

**METTLER-TOLEDO, LLC.,** is an equal opportunity employer that recognizes the value in having a diverse workforce.

To find out more about **METTLER-TOLEDO, LLC.**and our products please view our YouTube video at  <https://youtu.be/e6MGN3yj0t8>

**U.S. Equal Employment Opportunity/Affirmative Action Information**  
Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, or sexual orientation. You are being given the opportunity to provide the following information in order to help us comply with federal and state Equal Employment Opportunity/Affirmative Action record keeping, reporting, and other legal requirements.