



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • www.columbiachemical.com

At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high-quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.

Position Summary: Marketing Coordinator & Admin Support

This position heavily supports our marketing, communication, and brand management efforts; as well as functions in a key role to provide executive and office administrative support. Primary duties include: Assisting with content creation, coordinating marketing collateral, maintaining the company website, creation of technical data sheets and sales binders, daily office admin functions (phones, mail distribution, supply orders), routine executive support, luncheon and event planning.

Essential Functions:

1. Assist the Marketing Manager with content creation and messaging for newsletters, website, and general communications. Manage additions and changes to the newsletter database.
2. Maintain website; including content additions and changes and optimizing SEO, provide monthly reporting.
3. Create technical datasheets, and sales binders/presentations, and provide support with marketing campaigns/projects.
4. Order, track and maintain inventory of updated marketing collateral materials and promotional items.
5. Coordinate company luncheons, customer visits, and internal events and assist with planning of external trade shows and coordination of golf outings/regional sponsorships.
6. Distribute mail each day, maintain organization of copy areas, work with outside vendors to maintain copy/fax equipment, and perform daily opening/closing admin procedures.
7. Act as the initial point of contact with customers, vendors, and others calling on the phone or visiting our offices.
8. Support executive team with monthly reporting and clerical duties including credit card reconciliation, coordinating visits, hotels, and dinner reservations as needed for employees or out-of-town guests.
9. Purchase and management of general office and supply orders and kitchen housekeeping.
10. Track and compile annual marketing reports and manage IMAGE grant submissions.

Nonessential Functions:

1. Maintain company directories (phone, emergency contacts, employee birthdays, org chart, etc.)
2. Assist the HR department with job postings and duties related to new hires and existing employees, including oversight of the employee onboarding mentor program.
3. Work with departments to maintain brand standards on company materials and presentations.
4. Other duties as assigned.

Competencies:

1. Strong writing skills (technical writing a plus)
2. Highly organized, attention to detail
3. Customer Service
4. Intuitive, solution driven, self-starter
5. Flexible, can thrive in a fast-paced environment



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Work Environment:

1. This position is performed in an office setting, five days a week with typical work hours being 7:45 am through 4:00 pm. Occasional overtime may be required.
2. Frequently this position will be required to walk into the plant or up stairs into the lab to gather information or collaborate with other departments.
3. This position is salaried.

Physical Demands:

1. While performing the duties of this job, the employee is regularly required to lift, walk, stand, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. The noise level in the work environment is usually moderate.

Technical Expertise/Specialized Knowledge:

1. Proficiency in MS Office [Outlook, Excel, Word, PowerPoint] and Acrobat is required. SEO, WordPress, Constant Contact, and Adobe Creative Suite is a plus.
2. Ability to use computer, copiers, fax machine and scanner is required.
3. Knowledge of chemistry is not required, but the ability to understand and work with scientific-technical information is a plus.

Education and Experience:

1. Education: Bachelor's degree in marketing, business or related field preferred. Associates degree may be considered with relevant experience.
2. Years of experience: 2-4 years in a related role is required.

Compensation:

1. Healthcare, 401(k), Employee Stock Ownership Plan
2. Salary commensurate with experience

Contact:

Email resume in PDF or Word format to careers@columbiachemical.com

No phone calls please.