



1000 Western Drive • Brunswick, OH 44212

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

EMPLOYMENT POSTING: **Marketing Coordinator**

At Columbia Chemical, providing quality additives for the surface 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.

We currently have the following opportunity for a **Marketing Coordinator**.

JOB DUTIES PERFORMED

- Design, produce and manage marketing content and collateral used across all marketing channels. This includes but is not limited to print and digital advertising, company website, newsletters, news releases, product literature, presentations, sales literature, power points, social media and tradeshow.
- Translate technical information into industry accepted marketing messages and sales related tools.
- Provide internal assistance to all departments to create and edit forms, surveys, technical data sheets, reports and other needed documents. Work with departments to maintain established standards and “look” of company materials to ensure consistent branding.
- Assist in developing marketing and promotional campaigns and work with the sales group to ensure successful roll-outs. Use existing CRM platform to drive direct marketing campaigns to existing and prospective customers.
- Work with the Director, Marketing & European Sales to develop and adhere to the department budget.
- Respond to incoming e-communications and involve appropriate company personnel to follow-up with or to pursue possible sales leads.
- Other duties, as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s Degree in Marketing, or equivalent education/experience.
- Minimum of 2 years of work experience in business to business marketing.
- Experienced in the use of Microsoft Office based software programs and Adobe based document design or similar software.
- Excellent verbal and written communication skills.

COMPENSATION

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

CONTACT

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

**Human Resources Dept.
Columbia Chemical Corporation
1000 Western Drive
Brunswick, OH 44212**

No phone calls please.

