



MARKETING COORDINATOR

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets of Cleveland, Detroit, Toledo and beyond. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Marketing	LOCATION	Tampa, FL
POSITION TYPE	Full-Time	COMPENSATION	Salary
REPORTS TO	Director of Marketing	TRAVEL	Minimal
CONTACT	Jessica Unverferth junverferth@aminteriors.com		

We are looking for a marketing team member that is self-motivated with a variety of skills and experience related to; (but not limited to) graphic design, web design, copywriting, interior design, public relations, social media, print marketing, digital marketing, content marketing, etc.

ROLES & RESPONSIBILITIES:

- Assist on the development of client proposals and bid responses
- Assist on the development and maintenance of digital marketing such as: website, blog, social media, video
- Support and contribute to the company brand standards
- Assist on the development of communications facing internally and externally (formatting & copywriting)
- Assist on the development and coordination related to event planning
- Support all company departments including sales, design, workplace research, project management, leadership, accounting, human resources, manufacturing
- Engage/collaborate among team members to develop new go to market strategies and client experiences
- Thoroughly understand the products that we offer as well as our competitors' products
- Regularly and consistently demonstrate the American Interiors values and guiding behaviors

QUALIFICATIONS & EDUCATION:

- Excellent time management and communication skills
- Strong organizational skills to manage and prioritize multiple requests/deadlines at once
- Must be detail oriented and have the capability to be responsive in a timely manner
- Aptitude with technology and willingness to learn and improve daily
- Software experience in: Adobe Creative Cloud (InDesign, Photoshop, Illustrator, Premiere Rush/Pro), WordPress
- Bachelor's degree in Graphic Design, Visual Communications Technology, Interior Design, Marketing, Public Relations or similar
- Entry level - 4 years' experience

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.