

## **Marketing/Project Coordinator**

### **SUMMARY**

MockMedical, LLC is seeking a qualified candidate for Marketing/Project Coordinator. This position will assist in various tasks from marketing, inventory management, customer relations, project coordinating, operational support and will play a significant role in the growth of our company.

### **DUTIES AND RESPONSIBILITIES**

#### **Marketing Coordinating:**

- Lead company's brand development and brand consistency
- Oversee advertising strategies (will work closely with vendors and media sources)
- Conduct email/social media campaigns
- Maintain company's website and social media sites (web programming or designing a bonus, but not necessary)
- Conducts research to market industry-specific organizations and other relevant sources

#### **Project Coordinating:**

- Inventory management: Oversee in-house inventory, order new inventory, prioritize and track customers' orders from date received to completion
  - Implement new workflow processes to increase productivity and improve quality of customer service to our clients
- Follow up and resolve delivery and/or production-related problems
- Assist current customers via phone or email, return inquiry calls and contact potential customers
- Assist with scheduling high-level visits to educational campuses, universities or healthcare facilities
- Organize company's presence at trade shows and healthcare conventions
- Operational support: maintain databases, project and mailing lists, assembles proposals and invoices, mail relevant materials as needed

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Meticulous attention to detail and strong organizational skills
- Strong computer skills: Microsoft Office
- Ability to grasp marketing concepts with a willingness to learn and do new things
- Ability to provide strong customer service skills by communicating with a variety of individuals in written and verbal form, and participate in active discussions in person, phone and/or via internet
- Ability to work effectively in a small team environment, take direction well, take initiative on projects, multi-task and adjust to changing circumstances

At Mock Medical, LLC, our primary role is to provide surgical instruments for an educational, hands-on approach to students within the surgical healthcare industry. We are the first and only company to market "training and educational surgical instrument kits" for surgical students. More information can be found at [www.mockmedical.com](http://www.mockmedical.com).

The ideal candidate will have experience in marketing plus strong project coordinating skills and will love the idea of having variety in his/her position. Surgical instrument knowledge a bonus, but not necessary. Salary based on experience. This is a part-time, flexible position (approx. 20-25 hours) that starts as soon as we find the right person and has potential to lead to full-time and an advanced position. Position based in Terril, IA.

Note: A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.