

MARKETING ASSISTANT



- Competitive Pay
- 3 Weeks Paid Time Off
- 8 Paid Holidays
- Paid Health, Life and Vision Insurance
- 401k (5% matching) Retirement Plan

The Role

As a Marketing Assistant, you will play a key role in acquiring, assessing and applying information about our customers and markets to improve our performance. You will be an integral part of a team that interfaces directly with our markets and customers. We live and breath technology. Help us understand who our customers are, what they want and how to satisfy their needs. Come help us grow and advance the state of the art in engineering and software development.

You'll enjoy a high-tech, high-end working environment alongside friendly, helpful coworkers. This is an exceptional opportunity for someone with a positive, can-do attitude and the right skill set to grow and advance with us. We offer an outstanding compensation package. The starting salary is commensurate with education and/or experience. We offer excellent paid health, life and vision insurance, generous PTO (3 weeks vacation and 8 paid holidays), a 5% match 401k retirement plan and tuition assistance.

Responsibilities

- Perform valid and reliable market research
- Interpret and breakdown data and formulate reports on areas of potential growth
- Organizational support for sales and marketing initiatives
- Manage CRM databases
- Create and manage digital marketing campaigns
- Report on lead successes and shortcomings, suggest improvements
- Help produce and distribute marketing materials
- Coordinate and manage team meetings (internal and external)
- Manage company calendars
- Manage employee travel arrangements (flight, hotels, rental cars)
- Manage event registrations (attend events as needed)
- Assist in miscellaneous administrative tasks

Requirements

- Strong knowledge of market research techniques
- Proficiency in CRM databases
- Ability to learn and navigate new software / online systems quickly and effectively
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Proficiency in Adobe Illustrator (or comparable) is advantageous
- Experience in maintaining and editing website and social websites
- Strong organizational skills
- Willingness to learn and accept new responsibilities
- Valid driver's license, 2-year minimum driving record required with a clean driving history
- Able to pass a pre-employment background check

This is a full-time on-site position in our Temple Terrace, FL office. The hours are Monday-Friday, 8:00am-5:00pm.

How to Apply

Send your resume, cover letter and a paragraph in your own words describing why you are the best person for this job to Employment@LRFD.com. Qualified candidates only. Must be legally authorized to work in the US.

About Us

Eriksson Software, Inc. is a cutting-edge software development firm specializing in structural engineering applications for the precast/prestressed concrete industry with customers throughout the US and overseas. Alongside our sister company, Eriksson Technologies, we are continuously growing and improving to lead the way in structural engineering applications and services. We have offices located in Tampa, FL and Denver, CO with more growth on the horizon.