



Schilling Graphics Job Posting

Posting Date: November 4, 2016
From: Human Resources Manager
Work Location: Covers Work for All Sites – Location Corporate Ohio
Position Title: Marketing Coordinator / Executive Assistant
Home Department: Administrative
Reporting Manager/Supervisor: Doug Schilling, CEO

Position Summary: **Looking for the opportunity of a lifetime to build a business? Take bottom line responsibility for Schilling Graphics screen printing supply catalog business of Schilling Graphics. You will be responsible for all facets of this internet based business working with all other functions within the company to handle tasks like: Product selection, pricing, inventory, shipping, etc.**

Additionally, be responsible for all marketing needs of Schilling Graphics and work closely with the CEO in an executive assistant role.

Marketing Coordinator and Executive Assistant Job Duties:

- Implements marketing and advertising campaigns by assembling and analyzing sales forecasts in relation to the Catalogue; preparing marketing and advertising strategies; plans and objectives; planning and organizing promotional presentations in conjunction with Sales Team and Catalogue Sales.
- Prepares marketing reports by collecting, analyzing, and summarizing sales data from Catalogue Sales and website usage trends.
- Responsible for photographing products for Catalogue, Marketing Materials, Intranet, Website, Customers, Human Resources, Quality, Education/Training and presentations for Departments/Managers of Schilling Graphics.
- Creates and maintains promotional ready materials by coordinating requirements with graphics department and outside vendors;
- Supports sales staff and administration by providing sales data, market trends, forecasts, and new product information;
- Plans meetings and trade shows by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists.
- Staying up to date on news and information of various trade groups and publications related to Schilling Graphics.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Maintains calendar of CEO, providing Executive Assistant support and coordinating all activities.
- Works closely with CEO on presentations relevant to All Meetings involving CEO, including Employee Communication Meetings, Board Meetings, and Strategic Planning.
- Maintains reports, filing and administrative functions for CEO.

Marketing Coordinator Skills and Qualifications: Graphic Design, Web Design, Adobe Suite, Microsoft Office, Project Management, Reporting, Research, Planning and Financial Skills.

Application Closing Date: Application will be taken down on 11/11/2016

How to apply for Job Postings:

Complete an online application at www.schillinggraphics.com/Careers/Apply and upload a resume under the section "Join Our Team", Fax resume to 419-777-7840 or email to Dena.Glass@Schillinggraphics.com