

Sales and Marketing Coordinator

Full-Time position located at MXOtech in Chicago, IL

Welcome to MXOtech! We are a women-owned IT Managed Services company here in Chicago. Our culture and Chicago's most loved clients are what sets us apart and allow us to continue our success. We are looking for a Sales and Marketing Coordinator to work on our team. If you love working with clients, being valued, challenged technically, and being respected for your talents, please apply. We need you!

Overall responsibility:

Designed to assist the sales and marketing department, this is a full-time position that requires at least 30 hours per week. This individual will work to directly with the senior sales and marketing team members to provide sales support and help implement marketing strategies to engage our current audience, build additional fans, and ultimately generate sales leads. We are determined to find someone that shares our same passion and who will fit within our company culture.

Primary Duties and Responsibilities:

- Accurately inputting, updating, and maintaining data and sales opportunities within our CRM system in a timely fashion
- Assisting marketing team with the creation and execution of miscellaneous marketing, including campaign materials, emails, newsletters, case studies, and other sales collateral
- Helping to create and schedule social media calendar and postings, as well as paid social media campaigns (targeting, ads, and reporting)
- Coordinating email marketing campaigns (list creation, workflow creation, email design/creation, execution, and reporting)
- Providing assistance with live and virtual event planning, logistics, and activities
- Assisting in copywriting/proofreading and graphic design of marketing materials
- Reviewing new marketing and sales technologies
- Performing general sales and marketing support functions, such as drafting company documents, scheduling appointments, organizing and maintaining files, and ordering branded promotional items

Qualifications:

- A four-year degree in marketing or a business-related field
- 3-5 years of professional experience
- Passionate about marketing and sales

Skills:

- Highly detail oriented with ability to prioritize and execute multiple projects as needed
- Extremely organized
- Ability to grasp new concepts quickly and efficiently
- Eagerness to learn about new marketing strategies and concepts
- Tech-savvy, already using a variety of social media in their professional and personal life
- Ability to work both independently and within a team environment

- Proven experience using marketing automation tools
- Proficient in Microsoft Office products
- Excellent time management and organizational skills
- Excellent written and verbal communication skills
- Outgoing and optimistic attitude
- Display an understanding for and exhibit personal qualities that uphold our company core values of: Walk with purpose; Assume the best intentions; Family spirit; Let them feel your smile; Sense of urgency

Perks:

- We offer healthcare (Aetna), dental, and vision benefits DAY NUMBER ONE of employment. No need to wait for benefits to kick in. We have a great 401K with a company match, career path training, employee outings, lunches, events, awards, transparency with monthly company meetings. MXO covers 100% for the employee level on HDHP 5000 Plus plan, long-term disability, and an Employee Assistance Program (EAP) as well as a wellness program through Aetna (Attain).
- A wonderful co-ed leadership team who cares about their staff, great co-workers, and we are in the process of building out a brand new office near the West Loop with a modern tech feel, gym, meditation space, IT lab, training room, and much more.

Visit <https://www.mxotech.com/about-us/careers/> for more information.

Job Type: Full-time