

JOB TITLE: Marketing Assistant (Part-time)

For nearly 50 years, Aqua-Aerobic Systems has provided thousands of customers with adaptive treatment solutions in biological processes and filtration for both water and wastewater applications. Our knowledge and expertise in applied engineering and manufacturing allows us to provide highly efficient and cost effective technologies that require less energy, less maintenance and provide a low cost of ownership over the life of the plant.

As a leader in the water and wastewater treatment industry, we are growing and have a number of exciting positions available right now, including a part-time **Marketing Assistant**, located in Loves Park, IL.

JOB SUMMARY

Reporting to the Director of Marketing. The part-time Marketing Assistant will assist with the coordination of all seminars including travel, hotel, food, internal and external communications. Coordination of regional and national tradeshow including hotel, logistics and abstracts and paper submittal and related communications. Sales and marketing support through development and editing of presentations, newsletters and corporate communications to customers, reps and employees.

Aqua is seeking dedicated, hardworking individuals who assume full ownership of their tasks and deliverables. Our organization values commitment to excellence, customer service, strong work ethic, and willingness to support team members as required for the overall success of the business.

JOB RESPONSIBILITIES

1. Assist with the coordination of Process & Product Application Seminars, Project Workshop Seminars, Regional/Specialty Seminars, and Rep Training Seminars. Essential duties include: airline reservations, hotel, food and beverage, ground transportation and all communications with customers, reps, vendors and internal personnel. Assist as needed with Operator Training Seminars and After-Sale Seminars.
2. Schedule and coordinate components of all regional, specialty and virtual tradeshow including securing exhibit space, coordinating exhibit materials, sponsorships, booth personnel registration and handling all logistics, invoicing, product displays and maintain annual exhibit calendar.
3. Assist with coordination of national tradeshow: to include hotels, meals and entertainment, registrations and internal and external communications.
4. Monitor and maintain inventory of Sales & Marketing supplies used for the department and seminars including but not limited to kitchen supplies and literature inventory in the copy center.
5. Prepare and distribute new Rep kits as needed.
6. Duplicate CD and DVD's as needed.
7. Distribute leads resulting from ads, websites and editorials.
8. Prepare and edit memos and surveys for distribution to reps and customers and monitor through tracking and reporting.
9. Update and distribute Rep Sales Awards and ProAm Leader Board quarterly.
10. Update U.S. Trademark List and International Trademark List as needed.

11. Update Corporate Capabilities document bi-monthly or as needed.
12. Registration/Links management for OptiFiber® Cloth Kits and Rep Apps.
13. Facilitate and manage external requests for graphics and copyrighted materials.
14. Renew State Association and Corporate Membership as required.
15. Prepare expense reports for Sales & Marketing personnel as needed.
16. Maintain and update electronic photo library and Aqua Gear website.
17. Assist with other duties and special projects as directed.

MINIMUM REQUIREMENTS

1. High School diploma or equivalent; minimum of 3 years of related training and experience or any equivalent combination of training and experience.
2. Proficient writing, typing and verbal communication skills, and ability to operate copiers, fax, and printers.
3. Must be computer literate and be knowledgeable of Microsoft Office software.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements and expectations that may be performed in the job.

EOE/Minorities/Females/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.