

## **Marketing Associate**

Location: HQ, Richardson, TX

Reports to: COO

### **General Description**

The marketing associate will assist in developing marketing programs and tools for the business. Research, analysis, assistance managing the CRM database, customer communications, loyalty programs, website and social media projects will also be assigned.

### **Responsibilities**

- Manage assignments and objectives to meet or exceed company goals including:
  - Electronic marketing communication (website, loyalty program, social media)
  - CRM system and customer database management
  - Development of printed marketing communication materials
  - Development of A/V marketing and training materials
  - General marketing programs and product management assigned
- Assist maintaining, applying and enforcing brand guidelines
- Assist in brand development projects
- Analysis of marketing data
- Develop product knowledge, and understand company business structure
- Such additional duties as may be assigned by the COO that the Marketing Associate's position may from time to time reasonably require

### **Compensation**

Salary: Commensurate with experience

Eligible for profit-sharing bonus

### **Benefits**

Medical Benefits: Company contribution—50% cost of individual Allied gold plan with OptiMed. Eligible after 60-day probationary period.

Notebook Computer: Provided by company

Vacation: 2-weeks in Yr-1, 3-weeks in Yr-2

Holidays: All Standard US holidays

### **Apply**

Send a short 1 paragraph summary of education and career goals or resume by email to:

[brian@adhguardian.com](mailto:brian@adhguardian.com)

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