

## **Marketing Support Specialist**

Location: Orlando, Florida

OxyGo HQ Florida, LLC., parent company of Applied Home Healthcare Equipment, has an immediate full-time opening for a Marketing Support Specialist at the Orlando, Florida location. Join a team that offers autonomy, resources, and a growth culture.

The Marketing Support Specialist will be responsible for assisting the Marketing Coordinator with websites, media creation, literature, and advertising. This role seeks a candidate that is detailed oriented, creative, organized, and possess high energy to ensure projects get done on time and under budget while being responsible for handling correspondence with customers, vendors, and communicating with other departments within the company to keep marketing campaigns on track.

### **JOB REQUIREMENTS:**

- Assists with daily operation of the marketing group, ensuring smooth and efficient workflow
- Support the marketing department by scheduling and organizing the creation of website content
- Work with the graphic design team to help deliver content that meets client specifications
- Prepare letters and emails to clients in response to questions or to provide clarification on an ongoing project
- Monitor marketing industry news and submit reports on emerging trends to management each month
- Arrange, order, and confirm trade show booths, accessories, products, promotional items for scheduled trade shows
- Excellent verbal & written communication
- Basic Clerical Functions
- Intermediate computer skills (Microsoft, Excel, Adobe)

### **QUALIFICATIONS:**

- Bachelor's degree (B.A.) or equivalent, one to two years related experience, or equivalent combination of education and experience.
- Versatility, flexibility, and an ability to work creatively within constantly changing priorities with enthusiasm.
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Excellent verbal and written communication skills.
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Creative, flexible, and innovative team player
- Demonstrated ability to plan and organize projects.

COVID-19 Precaution(s):

- Temperature screenings
- Social distancing guidelines in place

BENEFITS:

Medical, Dental, 401(k), Life Insurance, Long-Term Disability Insurance, Paid Vacation, Paid Holidays

REQUIREMENTS:

Drug screening. Background check

**New! Sign On Bonus:**

- Payouts will occur in 2 installments, \$500 payable after 90 days and \$500 after 180 days. If at any time in the process you are either voluntarily or involuntarily moved from this position and start date, you would no longer be eligible to receive the applicable sign-on bonus
- Associates must be employed at the time of the payout

Please submit resume, salary requirements and availability to start

Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable