

MARKETING SUPPORT SPECIALIST

HIRING IMMEDIATELY!

Signing Bonus Available

OxyGo and its subsidiaries has an immediate full-time opening for a Marketing Support Specialist in Westlake, Ohio or Orlando, Florida. Join a dynamic, positive, team environment that provides work life balance, great technological resources, and opportunities to learn and grow with the company.

The Marketing Support Specialist will be responsible for assisting the Marketing Coordinator with websites, media creation, advertising and more. This role seeks a candidate that is detailed oriented, creative, organized, and possesses high energy to ensure projects are 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 RESPONSIBILITIES:

- 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 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, PhotoShop)

PREFERRED QUALIFICATIONS:

- Bachelor's degree 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 and workflow with high level of enthusiasm
- Strong organizational, problem-solving, and analytical skills
- Excellent verbal and written communication skills
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills
- Commitment to excellence and high standards
- Acute attention to detail
- Creative, flexible, and innovative team player
- Experience using HubSpot, Photoshop, SharePoint, Asana (or similar) a plus

Compensation: Market competitive relative to experience. Generous signing bonus available. Submit resume with history or requirements to Human Resources:

khogan@oxygo.life

Benefits:

- Medical insurance
- Dental insurance
- PTO
- Paid Holidays
- Life insurance
- LTD insurance
- 401k with company match

Covid 19 Precautions:

The Company follows current CDC guidelines when establishing work policies regarding the health and safety of our employees. Health and safety requirements are in place for visitors and employees. It is preferred that employees maintain a fully vaccinated status for the health and safety of all team members.

Other Requirements:

Successful clearance of pre-employment background and drug screen required. The Company conducts business with the Federal government and complies with all applicable Federal laws, regulations, and guidelines. For employment, all persons hired must provide valid proof of identity and eligibility to legally work in the United States.

An Equal Opportunity Employer

ADA Compliant

Drug-free and smoke-free workplace

Visit Our Websites to Learn More About the OxyGo family of Products:

- www.oxygo.life
- www.applied-inc.com
- www.oxyfuelsafety.com
- www.lifecorporation.com