

Marketing Coordinator

Confirmation.com is looking for a creative, detail-oriented, and organized Marketing Coordinator to join our growing team. In this role, you will be exposed to a variety of marketing programs and initiatives, and will contribute significantly to the team's success.

This role will support the Global Marketing team by assisting with event logistics, marketing campaign execution and tracking, and helping out with general administrative duties as needed. You'll report to the Director of Global Marketing, and you'll be working closely with our international marketing managers. There will also be opportunities to help out our Content Marketing Director and CMO, so you'll get experience in nearly every aspect of a modern marketing organization.

Responsibilities

- Assist with campaign set-up and execution with oversight from our marketing managers.
- Maintain the daily operations of our social media channels.
- Take on special projects and tasks (things like making sure our materials across the company are aligned with our new brand, and keeping our backlog of projects organized).
- Assist with tradeshow logistics, such as shipping and receiving materials, printing collateral, and ordering show services.
- Working with outside vendors of services and products, and maintaining our promo items inventory.
- Other activities as assigned.

Qualifications

- A BA/BS in business, communications, marketing, literature, or other related field.
- 1 year of experience working in a marketing or tech environment or equivalent internship experience.
- A positive, can-do attitude, and an ability to be flexible and adapt to shifting needs of the business.
- A professional demeanor and excellent written/verbal communication skills.
- Highly organized, with a keen attention to detail.
- Proficiency in standard office applications (Word, Excel, PowerPoint, Outlook, etc.). Bonus points for Salesforce, WordPress, InDesign, Illustrator, and/or marketing automation platforms.
- Ability to take direction and proactively follow through. You can work independently without significant oversight and complete tasks and projects as expected.
- A learning mindset; always looking to expand your knowledge and understanding of marketing principles, strategies, and tactics.

Compensation

- Compensation commensurate with experience and education

How to Apply

Submit your resume/CV along with a cover letter that shows your personality and tells us why you're a great fit for this role (yes, we read cover letters!).

About Confirmation.com

Confirmation.com is the world's leading provider of secure online audit confirmations. Today, more than 16,000 audit firms use Confirmation.com to send audit confirmation requests to companies, financial institutions and law firms worldwide. For more information, visit Confirmation.com.