

ADMINISTRATIVE JOB DESCRIPTION

Marketing Manager

Oversees the daily operations of the marketing department to include, but not limited to the following:

- Researches new business avenues janitorial and vending
- Develop business strategies and target account listings
- Meets with appropriate sales or marketing representatives to discuss the needs of their business
- Arrange and conduct new site visits and/or walkthroughs
- Attend pre-conferences for new business
- Write and develop customer contracts
- Coordinate, review, edit, and design responses to request for proposals and qualification
- Manage the entire sales cycle including negotiation, closing, delivery, and after sales support
- Manage the roll-out of new business
- May develop, design, and coordinate multimedia packages to enhance public awareness of the company (letters, brochures, video, displays, greeting cards, etc.)
- Evaluate and implement company participation in sponsorships and community programs
- Schedule and coordinate regular meetings to implement marketing initiatives
- Build and maintain relationships with clients and referral sources
- Assist project managers with contract compliance in all areas

Qualifications:

- Bachelors degree or formal marketing experience
- Familiarity with services provided by a full-service janitorial and vending company
- Extensive knowledge and understanding of the janitorial and vending industry
- Professional with high integrity, attention to detail, preparation skills, and follow up skills
- Valid driver's license and reliable transportation
- Excellent presentation and negotiation skills
- Thorough understanding of the sales process and necessary steps to complete a sale of great magnitude
- Strong customer service skills
- Internet savvy
- Understanding of economic justifications
- High-level visionary; Self motivated, passionate, and driven; Goal orientated; Organized
- Ability to manage multiple projects while prioritizing work assignments

Physical Demands:

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 50lbs.