

Job title: Marketing Associate
Company name: KTI Promo
PPAI # 238818
Job Location: Houston, TX 77042
Email: resume@ktipromo.com

Description:

We are seeking a full-time Marketing Associate that is available ASAP. We are based out of Houston, TX 77042. Office hours are 9:00 am to 6:00 pm, Monday to Friday. We offer vision, dental, health, vacation & retirement benefits as well as competitive pay.

Required:

- Background check
- US citizen
- HS diploma or
- Some college - associates degree

Desired Skills & Qualifications:

- Adobe Creative Suite knowledge is non-negotiable. The candidate must be fluent. This position will require sending digital renderings of products to customers.
- Must be organized, able to multi-task, possess a great teamwork attitude, problem-solving skills and work with accuracy.
- Intermediate phone and people skills - necessary. This is an integral part of the position.
- Familiar with both Windows & Mac platforms with intermediate computer & internet skills.
- Microsoft office programs

Key Responsibilities:

- Manage 3rd Party vendor relationships to achieve maximum exposure for sales associates
- Book & manage shows at various promotional product tradeshows across the US with the ability to step in and travel to shows if the Sales Managers are unavailable.
- Create product & quarterly flyers
- Blast out email specials via our 3rd party software to our e-mail database.
- Work side by side with the Sales Managers to create unique specials/flyers for clients
- Manage products and pricing on all 3rd party sites
- Work with the Product Manager to help determine new products to bring into the KTI Promo line of products
- Shoot pictures for website images
- Maintain the KTI Promo website
- Maintain all KTI Promo related social media accounts (Facebook, Instagram, LinkedIn, Twitter, & YouTube)