

Receptionist/Marketing Coordinator

Job Title: Marketing & Corporate Communications Director
Department: Sales & Marketing
Reports To: Marketing Manager
Location: Greenfield, IN

SUMMARY

Modernfold, Inc., the premier manufacturer of flexible space division products, is in search of a highly motivated, energetic applicant to fill a dual role of Receptionist / Marketing Coordinator for their corporate headquarters in Greenfield, IN. Daily duties will consist of receptionist responsibilities while assisting the Marketing Department in introductory marketing activities. If you are a customer-focused, passionate, self-starter with a desire to join and assist a dynamic team, Modernfold, Inc. is a great company for you.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receptionist

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Maintain office security by following safety procedures and controlling access via the reception desk (Monitor logbook)
- Determine visitor needs in a professional manner
- Offer refreshments to visitors where appropriate
- Be aware of and report suspicious activity
- Answer and direct phone calls in a polite, friendly, and professional manner
- Keep detailed and accurate records of visitor requests and of calls received
- Respond professionally to visitors and callers
- Take and deliver messages accurately and completely
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Maintain television graphics for visitor information and/or company events
- Receive, sort and distribute daily mail/deliveries
- Prepare outgoing mail and packages from various departments for pick-up or courier

- Manage FedEx account, maintain inventory of shipping supplies
- Purchase, track, and invoice office supplies for each department
- Take inventory of supplies and restock as needed
- Ensure knowledge of staff movements in and out of organization
- Provide general administrative and clerical support
- Co-ordinate meetings and organize catering
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Assist in planning company events, meetings, luncheons, and employee team building activities
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer

Marketing Assistant

- Proofread, and edit copy for various marketing channels, ensuring consistent voice
- Assist with developing and managing content and social media marketing programs, including blogs and public relations efforts
- Assist in the development and implementation of the company's brand strategy
- Support the Marketing Manager in evaluating and establishing the marketing plan and strategy by assembling and analyzing sales forecasts, setting objectives, planning and organizing promotional presentations, and updating calendars
- Provide copywriting support to department design team including writing for blog and other digital media
- Knowledge, understanding, and compliance with all branding, voice and tone, and marketing initiatives
- Assist with the coordination of internal and external company events
- Conduct market research and market segment analysis to help identify industry trends
- Work with outside agencies, vendors, and distributors
- Develop and manage relationships with Distributor Partners, Architects, Interior Designers, General Contractors, End Users

QUALIFICATIONS

- Must be a self-starter and able to independently move projects forward, prioritize tasks, and meet deadlines

- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel)
- Listen actively and respond with empathy
- Excellent organizational and planning skills
- Excellent written and verbal communication skills, as well as outstanding copywriting and proofreading skills Professional personal presentation
- Customer service orientation
- High level of attention to detail
- Excellent phone skills
- Reliability
- Represent organization in an ethical and professional manner
- Maintain a complete knowledge of organizational structure, personnel names, and titles
- Remain calm under pressure
- Deal effectively with challenging customers
- Ability to be resourceful and proactive when issues arise
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Excellent time management and communication skills
- Willingness to learn and grow with the company

EDUCATION AND EXPERIENCE

- Bachelor's or High school degree
- Prior administrative or clerical experience preferred
- Proficiency in full Microsoft Office suite
- Proficiency in Adobe Suite a plus

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and technical documents. Ability to effectively present information and respond to questions from groups of managers and customers.

MATHEMATICAL SKILLS

Ability to apply simple math concepts such as fractions, percentages, ratios, and proportions to practical situation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work for extended periods of time at a workstation on a computer.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment with several co-workers at separate workstations.