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Position: Marketing Administrator

Date: 12/17/2011

Location: BSC / Memphis, TN

Posting #: 12 - 168

Job Description:

- Develop and manage market and sales Analysis
- Track PEC Reports and maintain database of plants and projects to help drive sales activity
- Research internet and industry publications for opportunities and generate leads
- Organize, update & manage sales tools/ Videos, animations, picture, job profiles etc
- Assist in preparation for webinars (coordinate materials, speakers, etc) Update work resumes keep in SF, track lessons learned & best practices
- Develop effective filing system (electronic and paper files) Account and project, mapping, monitor and update Sales Force, Verify bid review, estimate and proposal uploaded for each opportunity, Assist in standardizing opportunity names, track plants where work is performed, coordinate trade show marketing activities, pre event activities invite customers to attend booth, market promotions, giveaways, post event activity follow up on contracts
- Develop sales leads, enter in sales force and assign to sales
- Monitor & maintain competitor profiles, assist in updating market plans, assist in coordinating sales and marketing meetings
- Full-time salary position with excellent benefit package and 401k

Qualifications:

- Must be goal oriented, self starter, capable of taking direct supervision for task assignment and verification of results
- Education – High School graduate, Bachelor's degree preferred
- Must be highly organized and able to support multiple market managers
- Must be organized, able to multi-task and team oriented
- Have attention to detail and be self - motivated
- Able to plan, organize and execute daily requirements
- Must possess high energy level and able to multi-task and switch between duties
- 3-5 years experience in sales/marketing, construction and or administrative support preferred
- Administrative skills: Excellent oral and written communication skills. Proficient with MS Word, Excel, PowerPoint, WebEx, and Sales Force
- Must be able to interface with Senior Customer Personnel, engineers, construction contractors, project managers, superintendents, industrial plant personnel and subcontracted vendors
- Must pass drug test, fit for duty exam and background check

Contact hr@barnhartcrane.com with any questions or submit your resume via email.

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Barnhart is committed to diversity in the work place
Barnhart is an EEO/AA/Minority/Women/Hispanic/Veteran Employer**