

## **MARKETING/SALES COORDINATOR**

Trends International, LLC (Trends) is the leading publisher and distributor of licensed posters, calendars, stationery, and other related products to major retailers throughout North America. Trends has an immediate opening in our Indianapolis office for an experienced Marketing/Sales Coordinator.

### **Specific Responsibilities**

- Perform as a support function in the areas of sales/marketing
- Coordinate the sales/marketing team by managing schedules and communicating relevant information
- Assist sales/marketing with specific account support including, but not limited to item setups, new vendor/account setup coordination and direct import program coordination
- Assist sales on running necessary system reports as they relate to products, sales and expenses
- Duties will be mostly clerical and carrying out administrative tasks such as coordinating meetings and communication, compiling reports and completing paperwork
- Coordinate and ship customer, sales/marketing team requests and sample orders
- Input, manage timeline and digitally/physically mockup customer/sales creative requests via CSR process and internal collaborative iMeet software in collaboration with Marketing/Design
- Provide meeting support including planning, setup, supplies and food.
- Provide trade show support including logistics, packing, shipping, timelines, promotional material inventory, and onsite setup/management
- Demonstrate a commitment to Trends core values of integrity, process improvement and customer satisfaction
- Other duties as assigned

### **Skills and Qualifications**

- Bachelor's degree required or equivalent experience
- 1-3 years administrative experience, preferably in dealing with sales and marketing
- Possess a high degree of initiative & drive to solve problems with limited direction
- Attention to detail
- Excellent written and verbal communication skills. Connecting the dots between multiple departments
- Experience in project management and licensed goods a plus
- Ability to rely on experience and judgment to plan and accomplish goals and prioritize
- Proficient with Microsoft Office Suite (Word, Excel, Powerpoint)
- Works well under pressure and meeting tight deadlines
- Work effectively in a collaborative environment, and is able to direct and work with a diverse group of individuals across department. (Sales, Marketing, Design, Operations)
- 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. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand, walk and lift items for shipping purposes. Must be able to lift 5-10 pounds

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Company offers a professional environment and competitive base salary plus profit sharing and benefits include: medical (Two Health Savings Accounts), dental, vision, life, disability, pre-tax Flex Spending Accounts, Traditional 401(k), Roth 401(k), and matching, voluntary accident/critical illness, and summer hours.

Qualified applicants must successfully complete a pre-employment background check.

**Job Status:** Full Time

**Status:** Exempt

**Send your cover letter, resume and salary requirements to: [TrendsHR@outlook.com](mailto:TrendsHR@outlook.com)**

**Please, no phone inquiries.**