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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Marketing Coordinator - Exempt**

**Reports to:** **Marketing Manager or VP of Sales**

**Job Summary:**

This position will help execute overall go-to-market strategies and communications for PTDA Bearings & Power Transmission, Inc. and its products. This role coordinates traditional and online marketing: trade shows, catalog proofing and production, website content, press releases, email marketing, social media and more. Plus, he/she will write and edit marketing content related to products and their applications. This position will also aid in other tasks as needed: staff training, customer visits, generating marketing reports, communications, etc.

**Job Functions:**

* Produce, write, edit, proofread corporate, product and/or customer story content for B2B marketing.
* Create and coordinate marketing updates for websites, social media, email marketing, press releases, applications stories, flyers, catalogs, media opportunities, training and trade shows.
* Set and meet marketing project deadlines. Provide timely results and accurate materials.
* Contribute to improving our work processes and results.
* Positive and professional conduct and interactions.

**Skills Needed:**

* High level of organization, project coordination and computer skills.
* Skilled in: communication and writing, social media, on-line marketing, website content management.
* Flexible to changing requirements, ability to multi-task, learn quickly, professional and positive, team player.
* Able to work on own.
* Excellent problem solving skills, creative, adaptive, and assertive.
* Experience with Adobe graphic design software and/or knowledge of power transmission products, competitors, customer applications is desired.

**Education Required:**

* 4 year college degree required
* Prefer at least three (3) years experience in similar position

**Other:**

* Reports to the Marketing Manager or VP of Sales
* Able and willing to travel locally as needed

**EEO Statement:**

PTDA Bearings & Power Transmission, Inc.provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.