

Position Description

POSITION: Contemporary Marketing Team Representative	DATE WRITTEN/REVISED: 2016
DEPARTMENT: Sales	REPORTS TO: Sales and Marketing Director
EMPLOYMENT STATUS:	WAGE CATEGORY: Non-Exempt
MANAGER'S APPROVAL:	

SUMMARY OF JOB DUTIES AND QUALIFICATIONS

Primary Function and Scope:

Assists with projects and activities for marketing products or services.

Duties & Responsibilities / Position Role:

- Assists in executing marketing strategies and objectives.
- Assists in proposal writing and presentations, including online and video.
- Maintains marketing database for account profile.
- Produces regularly scheduled reports from marketing database.
- Participates in new market research and design.
- Conducts customer surveys to obtain marketing information about organization products and services.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.**

Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Position Description: Contemporary Marketing Team Representative

Other: Must have a valid NYS driver's license. Prior computer experience necessary, including knowledge of the internet and proficiency in word processing software.

Personal Characteristics Necessary to Perform Job:

- Analytical
- Innovation
- Teamwork
- Professionalism
- Problem Solving
- Initiative

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.**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 lbs, frequently lift and/or move up to 25 lbs and occasionally lift and/or move up to 50 lbs.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually loud.

Position Description: Contemporary Marketing Team Representative

Physical Activity Chart:

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees may on occasion be asked to do other physical activities not listed above within federal and state regulations.*

<i>Activity</i>	<i>Seldom Required</i>	<i>Occasionally Required</i>	<i>Frequently Required</i>	<i>Specific Requirements</i>
Standing			X	
Walking			X	
Sitting		X		
Lifting			X	10 lbs minimum required
Carrying		X		25 lbs minimum
Pushing		X		25 lbs minimum
Pulling		X		25 lbs minimum
Climbing		X		
Balancing		X		
Other: Stooping, Kneeling, Crouching, Crawling		X		
Reaching		X		
Handling		X		
Feeling		X		
Speaking			X	Understand the English Language
Hearing			X	
Seeing			X	
Depth Perception		X		
Color Vision	X			
Repetitive Motion			X	