



NOW HIRING: Marketing Coordinator

Who We Are

Pure Processing, LLC was founded with the mission to make surgical instrument cleaning faster, safer, and more ergonomic for one of the most important departments in the whole hospital: sterile processing. By engineering & manufacturing equipment to support these objectives, we help hospitals deliver on the most sacred clinical promise: optimal patient safety & care.

Who You Are

You'll be a great fit if you:

- Are seeking a small, high-growth company where you can be part of a team but still have independent, autonomous work
- Are interested in the medical field
- Want exposure to multiple marketing disciplines and tasks, and to flex your creativity muscles
- Enjoy engaging with customers directly, or want to be more connected with your company's customer base

Job Description

The Marketing Coordinator is responsible for planning, executing, and managing marketing activities to execute marketing campaigns.

Job Responsibilities

- Executes marketing activities to complete campaigns and content calendars, including posting social media posts, writing blogs and weekly content, updating the website, creating e-mail blasts, automated marketing workflows, and more
- Updates & co-manages content calendars with the marketing team
- Inputs and tracks key marketing metrics and marketing reports
- Assists in the development and execution of the marketing strategy
- Updates and maintains the literature and marketing collateral of the company, including brochures, sell sheets, photography, videos, sales tools, etc.
- Manages activities and calendars associated with trade shows and events, including calendars, content creation, planning, and other related coordination of events
- Helps manage relationships with marketing vendors; responsible for ordering marketing supplies

Skills & Requirements

- Bachelor's degree in marketing, advertising, or communications or related business-degree
- 1-3 years' experience in managing marketing activities, writing content, advertising management or similarly related tasks
- Experience with customer relationship management tools (Salesforce, HubSpot, Zoho, etc.) required; HubSpot greatly preferred
- Excellent writing, communication, and presentation skills
- Highly detail-oriented, organized
- Proficiency in full Microsoft Office suite
- Proficiency with Adobe programs a plus

For questions regarding this position, please contact:

Megan Pietura | Human Resources & Operations Manager



mpietura@pure-processing.com

P: (877) 718-6868 ext. 1004

C: (630) 814-9116

www.pure-processing.com