

R. L. Deppmann Company

Job Title: Marketing Assistant

Reports To: Marketing Manager

Location: Novi, MI

About Deppmann:

Our company focuses on helping customers make better decisions. We are an employee-owned company that is responsive to our customers and understands how our products work and interact in hydronic and plumbing systems. Our company culture is shaped by our Core Values: Knowledge, Responsiveness & Empowerment. We use these values to provide the best customer experience possible. Join the Deppmann team and experience the difference.

Scope: The marketing department directly supports our sales team. The marketing assistant will work closely with the marketing manager and marketing coordinator to execute the tactics outlined in annual marketing plans, assist with corporate programs (such as community engagement initiatives), maintain marketing assets (such as contact records and the customer portal), and provide ad hoc daily support to the sales team to ensure they have access to the tools and resources desired.

Who We Are Looking For:

A successful candidate is someone who has studied marketing and business courses or has previous marketing experience. The right candidate will be one that is willing to do the detailed work required as well as think creatively and contribute new ideas to our projects at hand. The candidate needs to be a responsible self-starter, but training and support will always be available.

Responsibilities Include:

- Assisting in the tactical execution of the annual marketing plan
- Help in maintaining content calendar (blog, social media, etc.)
- Aid in coordination of company seminars with sales staff and customers
- Oversee customer incentive programs and merchandise store
- Help to maintain our web presence (ex: Deppmann.com)
- Manage blogs and web content updates
- Maintain marketing assets such as customer contact segments and portal
- Ad hoc marketing projects for outside sales team

Requirements:

Bachelor's degree or higher, at least one year of marketing (or related) experience, excellent written and verbal communication skills, high attention to detail, ability to multi-task, highly organized, strong computer skills (Microsoft Office: Outlook, Excel, and Word), creative skills, desire to learn and grow, great people skills.

If you have these skills and desire to join our successful team, please submit your resume to careers@deppmann.com