



## ***JH Larson Electrical Company***

**Date Posted:** February 26, 2010

**Job Title** Marketing Coordinator – Full Time

**Location:** Corporate

**Department:** Sales and Marketing

**Supervisor:** Steve Peterson/Director of Sales and Marketing

**Work Schedule:** 8:00- 4:30 M-F

### **Purpose of the Position:**

JH Larson Company is a wholesale distributor of electrical, plumbing, HVAC and lighting products. With a retail division of designer showrooms called Pahl's Kitchen and Bath, Pahl's Premier Lighting and Lappin Lighting. This position is for a highly driven, creative, and experienced marketing professional whom will support all marketing related efforts of the company.

### **Responsibilities:**

- Create effective sales programs from start to finish with direction from the Director of Sales & Marketing, including coordination with funding from vendor representatives, flyer design, communication to branches, summary reports and distribution of winnings/incentive items.
- Work closely with Accounting department on marketing budget planning and funding from vendors. Effectively track invoicing, payments, and debits.
- Manage monthly Builders Club reporting and act as main contact for events and promotions.
- Act as Navigator for IMARK Website. Be the point of contact for employee assistance, including upkeep of current and valid users, password retrievals, webinars, etc.
- Support the needs of branch managers in regards to company literature, flyers, design, collateral, event support, etc.
- Act as the editor of all company communications including the quarterly internal company newsletter, meeting notes, Twitter page, video blog, etc.
- Plan, purchase, and design all advertising needs for the retail and wholesale divisions.
- Act as company event planner; produce two manager meetings and one company-wide sales meeting per year. Coordinate lodging, catering, and day-of logistics.
- Create travel arrangements for corporate staff and sales representatives as necessary.
- Manage On Hold productions.
- Strategically evaluate office supply needs and order efficiently through onsite branch administrator.
- Order all company collateral through an online vendor Website dedicated to the company's needs.
- Maintain overall brand image consistency across the company.
- Performs other related duties as required and assigned.

### **Requirements:**

- A bachelor's degree in related field, preferably marketing, communications, journalism, public relations, or related experience.
- A minimum of 3-5 years progressive relevant experience.
- Experience with Adobe Creative Suite 3 and Microsoft Publisher.
- Proactive, detail oriented, organized, consistent and tenacious.
- Excellent verbal, interpersonal, and communication skills.
- Experience in a wholesale/distribution environment preferred.

- Ability to effectively handle multiple tasks and collaborates within a multi-functional team.
- Strong analytical and decision making skills.
- A team player – work together with others to accomplish common goals of company.

\*Salary commensurate with experience, full benefits package included.

\*\* *This job description is not all-inclusive and it subject to change based on the needs of the company.*

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Interested employees should contact Lori Scott/HR Manager by Friday, March 12, 2010. To qualify for an internal job opportunity you must notify your immediate supervisor of your interest in this position.