

Aspen Seating, LLC
Ride Designs®
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Open Position: SALES & MARKETING COORDINATOR

Supervisor: Senior Vice President of Sales and Marketing

Hours: 8:00 a.m. – 5:00 p.m. Mon. – Thurs. Close at 4 pm on Friday; Occasional travel is required; Irregular hours occur during Certification Classes and Trade Shows.

Starting Wage: Commensurate with Experience

PTO-Holidays: 19 PTO days and 8 paid holidays per year

Other: Multiple voluntary benefits available on the 1st of the month after 30 days of fulltime employment: medical, dental, vision insurance (employer participates in medical insurance premium for employee). Eligible for 401K plan after 90 days of fulltime employment.

SUMMARY:

- Primary responsibility is performing administrative, planning, and logistical work in support of the company's sales, education, and marketing efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Core duties include but are not limited to:

1. Event Planning
 - a. Manage all aspects of planning and execution of in-house education courses held at Ride's facility including but not limited to registration of attendees, coordination of travel, setting up classrooms, meal and refreshment planning, preparation of course materials and tools, issuance of certificates and submission of CEU's for attendees.
 - b. Manage all aspects of field education events including but not limited to registration, collection and shipping of tools, course materials and sample product, coordination with field sales reps.
 - c. Manage all aspects of trade shows including but not limited to event registration, booth planning in coordination with director of marketing, packing, and shipping of crates or boxes including return, ensuring all necessary items are packed, determination of arrival/departure and lodging logistics for Ride staff.
 - d. Manage all aspects of other special events.
2. Certification Program Administration
 - a. Manage all aspects of certification program including registration, completion of coursework, updating and maintenance of electronic records, communicates frequently with customer service, Ride Certified Practitioners and Senior Vice President of Sales and Marketing, generation, and issuance of certificates.

3. Marketing Support

- a. Purchase and maintenance of marketing supplies.
- b. Maintain orderly marketing supply area.
- c. Ship marketing materials to sales reps and distributors as needed.
- d. Assist director of marketing with on-demand online courses.
- e. Other marketing assistance as needed.

Qualifications

- Exceptional attention to detail
- Strong listening and communication skills
- Basic Computer skills: MS Word, Excel, Outlook, Adobe Acrobat
- Able to bend, stand and lift boxes up to 40 lbs.
- Previous experience a plus