

ELEMENTAL CONTAINER

860 Springfield Road South
Union, New Jersey 07083
Phone: (800) 577-7624, In NJ: (908) 687-7720
Fax: (908) 687-5157

JOB DESCRIPTION

Job Title Inside Sales and Marketing Coordinator

Reports to VP Sales and Marketing

Company Overview

Based in Union, NJ, Elemental Container is a fully owned subsidiary of Tournaire S.A. group. We distribute industrial aluminum containers and closures to various markets in North America. With more than 45 years of experience we provide guidance on every aspect of the packaging process. Our objective is to offer an outstanding service to customers and prospects by being curious, taking the time to understand each individual challenge and need to propose the right solution.

Opportunity

We are seeking an enthusiastic, detail oriented and proactive Sales & Marketing Coordinator ("SMC") to support our sales and marketing efforts! As an SMC you will handle both sales and marketing projects for your sales team while communicating closely with cross-functional teams.

Responsibilities

Day to day activities including assisting with the marketing plan implementation, product development, trade show organization, documentation, sales quote, customer assistance.

Marketing

- Trade show organization
- Updates to marketing materials
- Market research
- Ad development
- Reporting

Quality / Documentation

- Claims management / follow up.
- Certificates management.
- Customer's quality questionnaires.

Product development

- Assist with new product development based on customer requests

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Sales

- Assist sales with entering new prospects in ERP system, providing quotes, and following up
- Respond to customer inquiries with technical data, or questionnaires as needed

Qualifications/Requirements

- Strong follow up skills to ensure each task given is completed by the specific due date.
- Proficiency in Microsoft Office (Outlook, Excel, PowerPoint)
- Detail oriented with the ability to manage multiple tasks
- Excellent interpersonal and communication skills
- Must be a strong team player