



# EAGLE

## Marketing Department Administrative Assistant

**About Us:** With over 30 years of experience, Eagle Industries is a leader in jobsite protection solutions. Eagle is committed to ensuring the safety and productivity of customers across diverse jobsites by supplying top-quality products and solutions. We are on a mission to maintain the highest standards of site safety through our extensive range of offerings.

**The Role:** Working within the Marketing Department, the Office Administrative Assistant will play a crucial role in executing our sales and marketing initiatives. This position involves a blend of administrative support, event coordination, and the creation and distribution of marketing materials. The ideal candidate will be highly organized, proactive, and capable of managing multiple tasks simultaneously.

### Job Responsibilities:

- Assist in executing sales and marketing activities, prepare and distribute sales kits, samples, and promotional materials, and organize and maintain inventory of marketing items.
- Plan, coordinate, and execute trade shows and sales-specific events along with company events including monthly employee gatherings, handling logistics and coordinating with vendors and stakeholders.
- Provide administrative support to the sales and marketing team, manage calendars and travel schedules, prepare reports, and maintain accurate customer records.
- Monitor warehouse stock levels of marketing materials, conduct regular inventory checks, reorder as necessary, and coordinate with suppliers for timely procurement.
- Organize and maintain marketing warehouse.

### Job Requirements:

- Required: High School Diploma.
- Preferred: Associate degree or Higher.
- Proven experience in increasing levels of sales and/or marketing support.
- Highly organized and a strong attention to detail.
- Must be flexible, creative, and open to new tasks as needed.
- Ability to multi-task and prioritize effectively.
- Excellent interpersonal, written, and verbal communication skills.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint) or Canva is a plus.

As an equal opportunity employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.