



Title: *Marketing & Sales Assistant, idX Corporation*

Company Information:

idX Corporation is the preeminent manufacturer of consumer environments for the retail, hospitality, financial and POP markets. With facilities strategically located throughout North America and operations expanding globally into Asia and Europe, idX has played an integral role helping leading companies achieve their brand vision: Calvin Klein, CitiGroup, JCPenney, Levi's, Marriott, Michael Kors, Microsoft, Nike, Ralph Lauren, Starbucks, T-Mobile and Tommy Hilfiger.

Our mission is to differentiate idX from the competition by offering the economic and operational benefits of an international company while servicing the customer like an entrepreneur. idX offers superior manufacturing in wood, metal, glass and acrylic, comprehensive technical capabilities, world-class project management, and turn-key, integrated strategic services. With personalized attention and extensive capabilities, idX continues to deliver passionate service and exceptional quality products to our customers.

idX Corporation is located in the Earth City Business Park, just north of Highway 70.

People + Process + Passion = Success

Description:

The ideal candidate will be responsible for providing marketing development, sales networking and administrative support. Duties and responsibilities include the following:

- Identify prospective clients through cold calling, research, emerging targets
- Supports the development and execution of marketing plans.
- Supports execution of all activities related to internal/external marketing communication.
- Supports the development and execution of advertising and/or public relations programs.
- Creates and edits presentations for board meetings and sales using Word and PowerPoint.
- Executes sales and marketing initiatives through established online resources.
- Analyzes sales & marketing campaigns for effectiveness; prepares reports as needed.
- Coordinates trade show and other event participation as required.
- Researches and monitors competitive environment and provides input and analysis.
- Serves as key liaison between department and internal and external partners.
- Performs general administrative duties including but not limited to correspondence, filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs other duties as assigned by supervisor.



Qualifications:

BS/BA in Marketing, Communication or equivalent experience

2-5 years related experience

- Excellent verbal and written communication skills.
- Proficient in Microsoft Office. Microsoft Sharepoint a plus.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Ability to travel up to 25%
- Ability to work in graphic applications is a plus.

Interested and qualified candidates should submit resume via email to:

Daphne Curtis

careers@idxcorporation.com