



## Marketing Coordinator for Bluebeam Software

Bluebeam Software, an energetic growing company that develops PDF software solutions, is looking for a motivated team player with **1-2 years of marketing experience**--preferably for a software/hardware/technology company--to join our tight-knit team in Pasadena, California.

### **Job Responsibilities**

#### Trade Shows

- Coordinate company's participation in trade shows from start to finish
- Manage logistics of shipping trade show equipment and collateral
- Submit necessary documents on time including booth selection contracts, registration, rental orders, etc.
- Arrange trade show travel for Bluebeam team
- Effectively manage trade show budget
- Effectively manage timeline for all trade show tasks
- Assist with tracking trade show performance and leads

#### Marketing

- Participate in creative meetings
- Contribute to monthly newsletter
- Write and send out internal monthly marketing updates
- Copywriting and editing for marketing collateral and website
- Distribute direct marketing emails via email marketing software
- Track and report performance data
- Suggest new ideas and content for website
- Provide suggestions and feedback to the rest of the Bluebeam team
- Maintain and develop relationships with marketing vendors

### **Requirements:**

- Must have 1-2 years of marketing experience. Some marketing experience in a software/hardware/technology company preferred.
- Must have strong computer skills including Microsoft Word, Excel, PowerPoint and have the aptitude to learn how to use and promote Bluebeam Software
- Must have professional writing and editing skills and strong understanding of correct grammar (samples will be requested)
- Must be well-organized, able to handle multiple projects at once, and able to meet deadlines
- Must work well in a collaborative team environment and contribute creative ideas

- Must have a strong work ethic, demonstrate emotional maturity and sound judgment
- Must have a desire to join a young, hip growing company and put forth the effort to accomplish personal, team and company goals
- Bachelor's degree

Compensation is based on experience. Bluebeam offers full-time employees excellent benefits including medical and dental insurance, 401K, paid holidays, and PTO. Sorry, relocation will not be provided.

### **Join our Team:**

**If you think you are a good match for the Bluebeam team, please send the following to [work@bluebeam.com](mailto:work@bluebeam.com) :**

- ✓ Cover Letter
- ✓ Resume
- ✓ Describe in your own words how you go about managing a fast-paced job with many responsibilities.

### **About Bluebeam:**

Bluebeam Software develops smart, simple PDF creation, markup and editing software for paperless workflows. Our award-winning products are used by the world's top architecture, engineering and construction firms, as well as government agencies. We also have a strong following among tablet PC users, students and educators, accountants and even lawyers. Our company is an open, creative environment in which we work hard and have a great time in the process. If you have a strong work ethic and undying desire to make things your own, then Bluebeam just might be the right place for you, too. Learn more about us at [www.bluebeam.com](http://www.bluebeam.com).

**Learn more about the Bluebeam team by watching this video:**

<http://www.bluebeam.com/work-at-bluebeam>