

Marketing Coordinator

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.

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

Monthly Newsletter

- Coordinate monthly customer email newsletter
- Schedule meetings to discuss topics, assign articles and coordinate deadlines
- Write newsletter copy as needed

Marketing

- Send newsletter to distribution list and answer any questions from readers
- Participate in creative meetings
- Copywriting and editing for marketing collateral and website
- Track and report performance data
- Suggest new ideas and content for website
- Provide suggestions and feedback to the rest of the Bluebeam team

Desired Experience

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

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

Candidates that meet all the requirements can send a resume and cover letter to work@bluebeam.com. Describe in your own words how you go about managing a fast-paced job with many responsibilities. Compensation is based on experience. Bluebeam offers full-time employees excellent benefits including medical and dental insurance, 401K, paid holidays, and PTO. **This position is located in Pasadena, CA. Sorry, relocation will not be provided.**