

Communications Coordinator for Bluebeam Software

Bluebeam Software, an energetic, growing company that develops PDF software solutions, is looking for a self-motivated, team player with 2-3 years' experience in marketing or communications to join our corporate headquarters in Pasadena, CA.

Job Responsibilities:

- Monitor Bluebeam's extensive Google AdWords campaigns regularly to quickly capitalize on opportunities and implement changes to boost performance.
- Calculate and evaluate Google AdWords performance data, make and track adjustments, and report findings to the Sr. Manager, Communications on a bi-weekly basis.
- Coordinate print and digital ads to secure proper approval and on-time submission. Track ad performance, create performance reports and present to management. Learn each outlet's audience and make suggestions for ad themes, copy and images.
- Track added-value advertising opportunities and coordinate entry submissions.
- Assist the Sr. Manager, Communications with drafting copy for case studies, press releases, blog entries, video scripts, award submissions, speaking proposals and more.
- Use your creativity to suggest valuable ideas for existing and new marketing activities.

Requirements:

- Must be extremely organized and detailed oriented.
- Must be a self-starter who is ready, willing and able to own and prioritize multiple tasks.
- Must be very good with numbers and enjoy analyzing data.
- Must be a great writer, and able to speak to our customers using our unique, edgy style.
- Must be flexible and able to adapt to changes quickly.
- Must have basic knowledge of Google AdWords or other similar, online advertising programs.
- Must be proficient with MS Office applications, especially with using data in Excel to calculate ROI and other metrics.
- Must be extremely comfortable learning new technology. After all, we are a software company.
- BA/BS degree.
- Experience using PDF software for electronic markup and editing is a plus.

Compensation is based on experience. Bluebeam offers full-time employees excellent benefits including medical and dental insurance, 401K, paid holidays, and PTO.

Join our Team:

If you think you are a good match for the Bluebeam team, please send the following to work@bluebeam.com :

- ✓ Cover Letter
- ✓ Resume

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.

Learn more about the Bluebeam team by watching this video:

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