

Part-time Marketing Assistant

Denco Sales is seeking a part-time Marketing Assistant at our corporate office in Denver, CO. The Marketing Assistant will work under the direct supervision of the e-Marketing Manager and the Marketing Communications Manager.

Denco Sales is a wholesale distributor of equipment and supplies used by visual communications providers including sign manufacturers, digital printers, and screen printers. We represent the top manufacturers in the graphics industry. Meeting or exceeding our customers' needs and expectations is our primary goal.

Our typical operating hours are 8 am – 5 pm.

Essential Duties and Responsibilities include:

- Assisting the Marketing department with regular, daily administrative tasks
- Vetting and responding to customer requests for new account setup and online access
- Assisting with setting up customer access to the eCommerce website
- Updating customer information in several different databases/systems
- Assisting in the acquisition and review of product information for the eCommerce site
- Assisting with the production of graphics and decals for internal company use
- Identifying obsolete/ incorrect product information and notifying the e-Marketing Manager of need to update
- Helping maintain and build customer information databases for email blasts and other marketing efforts
- Filing & sorting of various paperwork
- Outbound phone calls to welcome and follow up with new customers
- Other duties as assigned by the E-Marketing Manager and Marketing Communications Manager

Reports to:

- e-Marketing Manager
- Marketing Communications Manager

Required Skills and Competencies:

- Ability to perform duties responsibly with minimal supervision
- Strong computer aptitude in a Windows environment, including the ability to learn new software systems quickly
- Strong proficiency in Microsoft Excel
- Proven ability to multitask and prioritize
- Excellent collaboration and organizational skills
- Thoroughness, strong attention to detail
- Communication proficiency, including writing, proofreading and other language skills
- Flexibility, willingness to adjust priorities and redirect efforts as needed

Education and/or Experience:

- High school diploma required; 2 or more years of post-secondary education preferred
- Sign industry experience or wholesale distribution experience is a plus!
- 3-5 years experience in an office environment
- 1-2 years Marketing or administrative experience

BENEFITS:

Denco Sales takes pride in offering a benefits package that is among the best around. Just as our business strives to meet the changing needs of our customers, our benefits are designed to meet the diverse needs of our employees.

- Health – we offer a competitive Medical Insurance, Dental Insurance, Life Insurance, and prescription drug benefits package that is designed to provide quality care at an affordable cost.
- Strong 401K plan with company match
- Generous Paid Time-Off bank
- Paid Holidays
- Great Schedules - No Weekends
- Business casual dress
- Opportunities for promotion

Full-time employees are eligible for Medical, Dental, Vision, Life Insurance, Flexible Spending Plan and LTD after successful completion of 90 days of employment. Paid Time Off (PTO) benefit accrual begins at 90 days.

Full and part-time employees are eligible for our 401k Plan after 1 year (or 1,000 hours) of employment.

Apply today to express your interest in our great organization! Please submit your resume and salary requirements [here](#) or fax to 303-209-4299.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER