



Job Description: Marketing Coordinator

Company and Job Opportunity Summary

SNTech is a cleantech innovation company specializing in improving energy efficiency through the design, manufacture and distribution of high-efficiency electric motors with broad application in forced air, fluid movement and motion control systems. The SNTech Green Motor™ is a disruptive new entrant into three of the world's largest markets: electric motors, energy efficiency and green building.

Utilizing its patented technology, the company is positioned for rapid growth in these multi-billion dollar markets. During the past year, SNTech also became a leading U.S. manufacturer of pool and spa pump motors through an acquisition.

SNTech is looking for dynamic individuals to grow with us and become part of our success. As we build a team of energetic, highly skilled employees to meet the growing demand for our products, we encourage talented and energetic professionals to apply. Our growing company provides an enterprising and fast-paced environment that encourages an entrepreneurial spirit and wide range of skills.

This position will enable the right candidate to assume responsibility for managing all trade show activities and coordinating marketing activity to support field sales, distributor relationships and relationships with retailers.

Job Focus

The Marketing Coordinator will be responsible for supporting a broad spectrum of marketing and promotional activity. The position will report directly to the Director of Business Development in the company corporate office in Phoenix. Critical to the success of this position will be creation of positive working relationships with sales and marketing representatives throughout the U.S., vendors and co-workers. Critical to success in this position are organizational skills and the willingness to travel to up to 20 trade shows annually.

Specific Responsibilities

- Develop a detailed annual calendar of targeted trade shows, complete with critical dates, deadlines, budgets, required exhibit properties and collateral materials
- Manage and oversee the entire spectrum of activity to arrange trade shows, including:
 - booking space; developing schedules, cost estimates, designs and layouts
 - arranging for packaging and shipping of exhibits and trade show displays
 - tracking and review of billing and all related correspondence and documentation
 - coordinating staffing of exhibits and events; on-site staffing of event, as necessary
 - Supervise and/or participate in the set-up and tear-down of exhibit booths at each show

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- Assist in promoting booth attendance, tracking sales leads and coordinating follow-up activity
- Manage travel arrangements and accommodations for SNTech staff, and arrange for customer hospitality, as required
- Modify existing processes and create new ones to create efficiencies
- Handle ongoing correspondence with field representatives and distributors
- Update information on company websites
- Track and maintain inventories of product package labels, collateral materials and promotional products for field sales reps and distributors
- Serve as a liaison and handle ongoing correspondence and requests from the field
- Respond to direct inquiries from consumers, contractors, distributors and manufacturers

Required Qualifications

The ideal candidate for marketing coordinator must have a Bachelor's degree in marketing, public relations or communications and at least three years of experience in trade show or other related event management experience.

- Knowledge and experience with the full complement of office software, including but not limited to Word, Excel, and PowerPoint
- Strong writing and organizational skills
- Good communication skills with ability to build rapport with sales personnel
- Ability to make presentations to appropriate internal, senior-level decision-makers
- Being a self-starter with strong follow-through
- Results driven without supervision; self organized and priority focused
- Willingness/eagerness to learn
- Ability to work under pressure
- Frequent travel to show locations

Preferred Qualifications

- Previous experience in the pool and spa and/or HVAC motor industry

Annual Compensation

\$40,000+ DOE

Plus healthcare, paid vacation and other company benefits

Please submit cover letter, resume, and salary history to:

SNTech, Inc. Human Resources Department

Email: HR@SNTech.com

NO CALLS, PLEASE.