

## Employment Opportunity

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<b>Title:</b>	<b>Marketing Coordinator</b>
<b>Reports to:</b>	<b>Marketing Manager</b>
<b>Hours:</b>	<b>Full-time with the ability to work flexible hours (salaried position)</b>

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### Position Overview

We are seeking an independent, self-motivated Marketing Coordinator. This position will report directly to the Marketing Manager and is responsible for planning and implementing Quest CE's content marketing strategy, directly impacting our growth metrics. Additional tasks include reporting on market trends and competitor data, assisting in the distribution of written and visual corporate communications, and aiding in the development of Quest CE digital marketing initiatives. This position requires a high level of originality, with a focus on solidifying the Quest CE brand. The ideal candidate must be a team player who understands the importance of strong communication skills and adherence to strict deadlines. *\*\*This position is currently remote/hybrid. Interested candidates must reside in the State of Wisconsin.\*\**

### Seeking Candidates Who

- Are experienced in writing, editing, and proofing copy for marketing communications, such as digital content, advertising, printed collateral, webinar presentations, proposals, emails, and press releases.
- Are skilled in researching topics that are timely and relevant to Quest CE clients and prospects, for redistribution on social channels and/or within white-papers and the monthly *Compliance Digest* newsletter.
- Can assist in delivering and analyzing paid/organic advertising content for Quest CE's LinkedIn, Twitter, and Facebook accounts and provide B2B LinkedIn best practice tips for new hires.
- Are knowledgeable about researching and applying SEO and Digital Marketing tactics.
- Are able to quickly learn new software applications and apply a high-level of problem-solving skills and creativity. Proficient with Microsoft Office Suite or related software

### Compensation and Benefits

- Competitive salary with annual salary reviews
- Full suite of benefits including health/dental/vision insurance, paid holidays, and a generous PTO benefit, company-matched 401(k) plan, team focused events including Brewer outings and holiday parties, a share in the company's profits, use of the corporate Milwaukee Zoo membership, and more.

### Required Skills

- Bachelor's Degree in Marketing or related field
- A working knowledge of social media platforms and their impact on brand awareness
- Proficient in Microsoft Office Suite

Qualified and interested candidates are encouraged to send a resume to [jobs@questce.com](mailto:jobs@questce.com)