

PARTTIME MARKETING and SALES ASSOCIATE – MICRONIC TECHNOLOGIES

A little bit about us...

Founded in 2008, Micronic Technologies is an early-stage, technology-driven research and development firm that focuses on water purification technologies. After seeing the devastating effects that unclean water has on children in developing countries, our founders developed a solution. Our company's water purification system, Tornadic One-Pass™, harnesses the science and power of a tornado to clean toxic water. At Micronic, we are dedicated to preserving the world's water resources through our patented and innovative technology.

A little bit about the role...

We are currently seeking a creative and organized Marketing and Sales Associate to join our dedicated and passionate team. This role will report directly to the CEO and work cross-functionally with other departments to populate our CRM database and support marketing and social media activities. A typical day in the Marketing Assistant role could include:

- Populate CRM system as the “go to” place for all marketing and sales information - ***bonus points if you have experience with Pipedrive***
- Ensure email is fully integrated into the CRM system so that all marketing communications are available on the platform
- Ensure follow-up activities, e.g., setting meetings, sending marketing collateral, making introductions, etc., are planned and well executed
- Compose and post online content on the company's website and social media accounts
- In coordination with our Branding Consultant, write marketing literature (brochures, press releases, etc.) to augment the company's presence in the market
- Assist in organizing promotional events and traditional or digital campaigns and attend them to facilitate their success
- Exhibit at conferences with the CEO or VP to support networking activity
- Work cross-functionally with our CFO, VP, Systems Engineer, and Administrative Assistant

We are excited about you because...

- You have 3-5 years of experience supporting marketing initiatives
- You know your way around CRM systems and how to implement them effectively
- You have strong computer and communication skills, including quality data entry, cross-platform (MAC and PC) experience, internet research, website maintenance, and social media management
- You have excellent knowledge of MS Office 365, marketing computer software apps, cross app calendar management, online database applications (e.g., Dropbox, One Drive, Google Drive)
- You have impeccable attention to detail and the ability to multi-task and adhere to deadlines
- You are able to build and maintain relationships with Corporate Executives
- You are a proactive problem solver with the ability to plan, schedule, and coordinate effectively

Why you will love working at Micronic:

- **We are innovative** – Our patented technology cleans industrial wastewater from any source at less cost, more efficiency, and more effectiveness than any other technology on the market.
- **We are mission-driven** – Our team strives to preserve the world's water resources to ensure greater clean water accessibility.

Reasons it pays to work at Micronic (in addition to the pay itself):

- Buzzing, start-up work environment
- Comprehensive health and benefits
- Ongoing professional development and networking opportunities
- Opportunities to work directly with Executive level leadership
- Bragging rights that you are part of something BIG!
- You get to go to sleep each night knowing you are making a difference in the lives of others – how awesome is that??

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