

Calix

Field Marketing Coordinator

Overview:

The Field Marketing Coordinator provides support and administrative back up to the Field Marketing team. This position will work closely with the Trade Show Manager, Marketing Program Manager and Communication Manager to aid them in the final execution of projects.

Responsibilities:

- Event registration support
- Prepare Trade show/event contacts for import to Sales Force.com (SFDC) as needed
- Collaborate with team to assemble and complete major tradeshow event materials
- Salesforce.com support (update and maintain database)
- Filing and general administrative support
- Rendering video for queuing and posting to the web
- Manage webinar logistics
- Prepare meeting materials including assisting in the creation of presentations, handouts and other related materials.
- Manage association memberships
- Perform other duties necessary for the effective operation of the Field Marketing team.

Requirements:

- Enrolled in a college program in Marketing, Advertising or related field (within 1 year of graduation preferred)
- The ability to communicate effectively with co-workers on all levels
- Strong attention to details, multi-tasking capabilities
- The ability to ask for guidance when unclear on tasks
- Must have excellent verbal and written communication skills
- Proficient in Microsoft Word, PowerPoint and Excel
- The ability to learn new systems quickly

EOE