



Position: Marketing Coordinator  
Reports to: Director of Sales and Marketing

### Company Overview

Founded in 1984, Aqua-Hot Heating Systems, Inc. is one of the most recognized and trusted brands in the recreational vehicle (RV) industry. We offer premium products that provide RV owners with exceptional comfort while saving fuel, reducing emissions, and adding real value. Aqua-Hot supplies more than 40 original Equipment manufacturers in North America, China and Europe.

Aqua-Hot's Work Ready products provide auxiliary heat for busses, medium and heavy duty trucks, and over-the-road trucks. These products run on the vehicle's fuel, diesel, natural gas, or propane, getting vehicles ready to go and keeping workers warm while reducing emissions and complying with anti-idling laws.

Aqua-Hot provides great solutions than make our customer's product better.

### Essential Duties and Responsibilities

- Ensuring the sales team is supplied with the necessary collateral materials to enable them to sell products. This includes printed and electronic materials, product training presentations and handouts, relevant technical data, and competitive product and pricing comparisons
- Managing production and control of product support literature and collateral materials including bulletins, brochures, manuals, electronic files, and price lists
- Coordinating and composing various communications including, but not limited to: emails, articles, press releases, newsletters, and service announcements.
- Managing the flow of information and communication and disseminate according to plan/strategy
- Managing print and on-line advertising materials
- Researching media coverage and industry trends
- Planning meetings and trade shows by identifying, assembling, and coordinating requirements; establishing contacts; developing schedules and assignments; coordinating mailing lists
- Updating job knowledge by participating in educational opportunities and reading trade publications
- Accomplishing company goals by accepting ownership, undertaking new and different requests, and exploring opportunities to add value
- Manage business development and marketing memberships and subscriptions

### Education and/or Experience Requirements:

A minimum three-years of experience in public relations, business, marketing, communications, or education preferred.



Knowledge and Skill Requirements:

- Excellent communication skills (verbal and written)
- Proficiency in MS Office and CRM Applications
- Understand or ability to learn marketing strategy
- Self-starter and able to manage multiple priorities and tasks
- Strong administrative skills
- Experience or ability to learn direct response marketing
- Ability to create and deliver presentations
- Ability to exercise tact and good interpersonal skills
- Time management skills
- Analytical and problem solving skills
- Ability to be pro-active
- Ability to read, understand and communicate technical documentation
- Be a self-starter, a highly-motivated person

Our Benefit Package Includes

- Medical
- Dental
- Vision
- 401(k) Plan
- Paid Holidays
- Profit Sharing
- Long Term Care
- Educational Assistance

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