



Apogee Instruments of Logan, Utah, designs, builds, and markets innovative electronic sensors used in environmental, agricultural, and renewable energy applications all over the world. If you value working in a beautiful location with great coworkers and being part of a company that truly cares about its employees, please review the requirements below and apply.

Sales and Marketing Assistant

Job Summary

The Sales and Marketing Assistant will work closely with the Sales and Marketing Director and other team members to develop and execute various advertising, eCommerce, video, and social media sales and marketing strategies. Other responsibilities include creating and updating webpages and printed marketing collateral, helping to improve company sales channels and marketing campaigns, looking for trends and opportunities in the industry, helping track and process online orders, and completing other projects as assigned by the Sales and Marketing Director.

Requirements:

- Bachelor's degree in Marketing/Business or equivalent training or experience
- Ability to think creatively and strategically while working productively with others
- Self-starter that works hard, meets deadlines, and completes tasks without constant supervision
- Exceptional communication skills
- Proficiency with Microsoft Office
- Enthusiasm for working at a small, but rapidly growing company --currently with about 40 employees

Desirable Skills:

- Experience and/or interest in environmental science, agriculture, engineering, or other technical fields
- Training, experience, or strong willingness to learn web design, online advertising, eCommerce, SEO, web analytics, video production, and using social media platforms for business
- Experience with various Adobe Creative Suite programs

This is a full-time position with a generous benefits package. Compensation is commensurate with experience, but has an anticipated starting salary range of \$45,000-\$55,000 per year. Benefits include health insurance, retirement, paid holidays, compensated leave, profit sharing, EAP, and more. Work schedule is generally Monday-Friday 8 A.M. – 5 P.M.

If you are interested in this position and meet the qualifications, please send a cover letter, resume, and three references to:

Chris Madsen

Sales and Marketing Director

Apogee Instruments, Inc.

chris.madsen@apogeeinstruments.com