

Please submit your resume to Human Resources @ info@nwabatement.com
For questions, visit www.nwabatement.com or call (253) 588-0440.

MARKETING/SALES COORDINATOR

Job Type: Full-Time
Salary: DOE



Northwest Abatement Services, Inc.

Northwest Abatement Services consistently strives to exceed customer expectations from the initial phone call to the final quality control check. Our mission has always been to lead the industry as a specialty contractor providing asbestos removal, lead abatement, mold remediation and other services.

Benefits Offered: Healthcare, Dental, vision, Life Insurance, 401K Retirement Plan (matching options available), Vacation, Holiday, Company Apparel

D u t i e s

- Business outreach; including cold calls and B2B drop ins
- Generate and grow soft leads for business development
- Assist with the design and implementation of company branding
- Maintain company website (direct inquiries to appropriate individuals, update job postings, add/remove items as needed)
- Assist and/or directly generate daily contents for company's social media; including Facebook, Twitter, Instagram, Google, etc.
- Organize and coordinate all marketing-related activities
- Assist management with managements; such as job fairs or industry-related events

R e q u i r e m e n t s

- Must be able to work with little direction and bring new ideas to the group
- Superior public presentation and speaking skills
- Highly detail-oriented and effective organization skills
- Ability to multi-task and to manage multiple projects & deadlines
- Team player with a passion for building relationships and fostering partnerships, both internal and external
- Advance proficiency with MS Office (Excel, Word, and Outlook)
- Advanced proficiency with web-based programs for social networking
- Must be able to work within a collaborative team and diverse group of people
- Must have strong business written and verbal communication skills
- Must have a WA state driver's licence
- Must be able to pass a background check and drug screen
- Minimum of 1-2 year experience of marketing-related professional or internship experience preferred

We are an Equal Opportunity Employer and follow a practice of treating all employees and applicants for employment in a nondiscriminatory manner. NORTHWEST ABATEMENT SERVICES, INC. prohibits discrimination on the basis of a person's race, creed, color, religion, sex, national origin, sexual orientation, age, marital status, pregnancy, childbirth and related medical conditions, military or veteran status, or disability regarding considerations such as recruiting, hiring, training, promotion, demotion, compensation, benefits, discipline and separation.