

Looking for a creative, resourceful and dependable individual to assist the Sales and Marketing Department in the production and management of product literature. Duties may include maintaining chemical and equipment product literature; designing and producing brochures; creation of web page mockups for submission to company website designer; producing Powerpoint slide presentations; and creating and coordinating web and e-mail based marketing campaigns.

Ideal candidate will have excellent oral and written English communication skills. Candidate will be asked to present examples of previous sales and marketing related written work. Ideal candidate should be able to show proficiency in page design and layout and use of graphics. Some technical writing experience and background in the sciences is desirable, but not required. Proficiency in Spanish is a plus.

Candidate should be proficient with the following software applications: Microsoft Office (including Word, Publisher, Powerpoint and Excel); Adobe Acrobat; and a photo editor (such as Adobe Photoshop or Fireworks).

Desirable Skills: Familiarity or experience with Adobe Pagemaker and Web editing software such as Microsoft Front Page or Adobe Dreamweaver is a definite plus.