



1328 East 43rd Court | Tulsa, Oklahoma 74105

Marketing Coordinator

Thank you for your interest in employment opportunities with Noria Corporation. Please submit cover-letters and resumes for this position to hr@noria.com. Noria Corporation offers competitive salaries and benefits packages including 401(k), medical, vision, dental, and life insurance benefits.

Summary: Noria is looking for a Marketing Coordinator to support the marketing, advertising and public relations duties for all our brands. The Marketing Coordinator is responsible for maintaining the marketing email calendar, fulfilling our internal and external advertising agreements and assisting with our marketing budget. The Coordinator will also work closely with the Director of Marketing to write content for ads, web banners, email blast, flyers, brochures, company websites and video scripts.

Are you a dynamic content creator with an uncanny attention to detail that can take technical and marketing concepts and create a cohesive, concise, communication? Then we want to hear from you!

Essential Functions:

- Assist with the planning and execution of marketing events such as product launches, training seminars, webinars and trade shows & conferences
- Assist the Director of Marketing in the development of marketing strategies for new and existing products
- Create sales messages with varying language and tone of messages based on purpose of the communication
- Create, maintain and track performance of resource sponsorship ads
- Write original content and edit existing content to target different audiences, and meet and promote departmental or company-driven initiatives

Education/Background Requirements:

- Bachelor's degree in Marketing, Journalism, Communications, Advertising or related field
- 3-5 years of experience in a similar role (marketing, agency, consulting firm or public relations)
- Exceptional written and verbal communication skills, including editing and proofreading skills
- Proven examples of successful marketing campaigns and effective copywriting

To be considered, candidates must include a link or attach/submit samples from marketing campaigns and writing examples.



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800.597.5460



918.746.0925