Arthur Schuman Inc.

**Title:** Marketing Coordinator

**Location:** 40 New Dutch Lane, Fairfield, NJ

**Job Type:** Full-Time

**Start Date:** ASAP

**Job Description:**

Supports Project Management and Marketing Services Teams in daily activities related to product launches, packaging refreshes, product demonstrations and tradeshow support.

**Primary Responsibilities:**

- Manage Product Demonstrations Process for Costco, Sam’s and A Customers
- Own the Customer communication on all demo executions
- Plan and track yearly demo schedules
- Track spending against existing funding and budget
- Conduct post demo analysis
- Manage planned and ad hoc demo scheduling requests for all accounts
- Complete and submit applications for demo support/ funding
- Track the total invoice cost for all funded demos for reimbursement purposes
- Coordinate internal review and all required approvals for packaging artwork
- Review and proofread packaging artwork as required
- Execute photography requests for all final packaging items
- Handle incoming samples requests for existing and mocked up items

**Qualifications:**

- Bachelor’s degree in business, marketing or related field
- 2 years of relevant or equivalent experience, including:
  - Packaging graphics and development
  - Part numbering system set up and management
  - Exposure to agencies and design firms
  - Thrives in a fast paced, dynamic work environment with tight timelines
  - Organized, with good attention to detail
  - Good analytical and problem solving skills
  - Strong interpersonal and communication skills
  - Excellent research, writing and proofreading skills
  - High level proficiency in Word, Excel and PowerPoint
  - Experience with Photoshop and Illustrator a plus
  - Works well independently and as part of a group
  - Has a passion for cheese!!!!

**Application Instructions:**

Please submit resumes to dchalet@arthurschuman.com