National Machinery Exchange, Inc.

Title: Marketing Associate

Location: 158 Paris Street, Newark, NJ 07105

Job Type: Full-Time (Entry Level)

Compensation Type: Hourly

Start Date: TBD

Primary Responsibilities:

- Maintain an accurate company database (i.e. contacts and inventory specifications)
- Maintain company’s social media and execute social media campaigns
- Provide website analytics and ensure search engine optimization
- Develop and prepare brochures, flyers and email blasts
- Coordinate auction advertising
- Document preparation (Write-ups, letters, presentations, etc.)
- Manage all aspects related to company's trade show activity (Including but not limited to: booking venue, ordering supplies and promotional items)
- Participates in special projects and performs additional duties when needed

Qualifications:

- Must be able to work independently and with others
- Excellent verbal and written communication skills
- Candidate must be creative, responsible, organized, and detail oriented
- Computer proficiency in Microsoft Windows, Outlook, and Microsoft Office Programs
- Graphic design experience a plus
- Proficient in English, additional language skills is preferred but not required
- BA/BS required

Application Instructions:

Please send resume to hr@nationalmachy.com

About the organization:

National Machinery Exchange, Inc. has been the worldwide leader in secondhand ferrous and non-ferrous metalworking equipment since 1934. We purchase individual metalworking equipment and entire manufacturing plants worldwide.

The company is headquartered in Newark, New Jersey, owns its own warehouses in the Midwest and has foreign offices in Mexico and Spain. The company purchases secondhand metalworking equipment around the world and specializes in specific categories of metalworking equipment
including: wire and fastener equipment, tube and pipe equipment, coil processing and rolling mills, bar and rod equipment, forging equipment, stamping and press room equipment and fabrication equipment.