



Sales and Marketing Specialist Open Position

O'Design Productions & Consulting

O'Design Productions & Consulting (O'Design) is seeking a **Sales and Marketing Specialist** to join our Team. The successful candidate will play a critical role in O'Design's growth. S/he has proven creative, innovative, and strategic skills to reach and exceed sales, marketing, and branding goals. S/he can multi-task and manage many projects while effectively working and building company client base. S/he is extremely detailed oriented and self-motivated meeting and exceeding all position goals and deadlines while working effectively with company teams and company owner. This is a work-from-home position reporting directly to the owner of the company.

Key areas of responsibilities include:

- Develop and execute fluid, effective, and impactful marketing campaigns strategically created and implemented throughout the year while establishing long-term efforts and goals.
- Solid execution and management of all events and projects with approximate management of time between sales, networking, marketing, and branding.
- Heavily active with sales development and event growth.
- Strategic development of and tactical execution of creative promotions, campaigns, sales efforts, communications, and visual promotions.
- Establish and implement innovative promotional opportunities and campaigns – from conception to fruition.
- Work, update, interact, and maintain company social media and website.
- Establish new client and business leads while maintaining existing relationships.
- Establishing and maintain relationships with industry influencers and key strategic partners.
- Work with Event Management team for effective flow of information and company processes.
- Collect quantitative and qualitative data from marketing campaigns.
- Develop, review, and edit marketing content.
- Creation and management of marketing and advertising promotional activities (e.g. social media, direct mail, newsletters, ad campaigns, and web).
- Helping create advertising media, such as print ads, brochures and displays.
- Establishes and maintains a consistent corporate image throughout all product lines, promotional materials, and events.



Who You Are:

You are excited to make a big impact at O'Design in an important role and are extremely creative in thinking and approach, initiative with all steps of your work, and willing to take risks and try new things with a fun and energetic approach. Your experience includes solid and proven work ethics. One to two years of marketing, sales, and client involvement and interaction is a must. You pride yourself on being an ambassador of your company and enjoy building strong and trusting professional relationships with clients. You're an amazing multi-tasker who loves staying organized and has a strong track record of meeting and exceeding deadlines and expectations while staying flexible to change and challenges. You have experience leveraging internal management and organization software platforms. You are a self-motivator that does not require constant management oversight while thriving in a work-from-home environment. You will need to be experienced in Word, Excel, Outlook, Adobe products, web platforms, and social media platforms while offering solid writing and editing skills. The ability to travel may be required (10%). **This is an entry to mid-level position only. Please, no senior level submissions.**

What We Can Offer You:

O'Design is a growing company that offers significant career opportunities if you are curious, driven, patient-oriented and aspire to help us build an amazing company. We work collaboratively, offering you the opportunity to constantly learn from your colleagues – even those outside of your area of expertise. Here at O'Design, we are always finding fun ways to make it a great place to work while enjoying and working towards the great possibilities of the future. We are a company with a heart and believe in positively impacting our clients and industry. O'Design seeks the best employees and works to create an environment where they can thrive, expand their knowledge and contribute at the highest level.

About O'Design

Founded by Stephen O'Connor, O'Design Productions and Consulting is the leader in AV management and consulting where daily we are *Providing Experience Excellence* in everything we do. Our team embraces challenges - the more complex, the better. We are laser-focused and know how to prioritize. We act with a sense of urgency, and work together to exceed expectations while striving for higher value at every turn. We take ownership of our work and are deeply committed to the success of our team and our clients. And, above all, we value integrity, passion, drive, and each other.

O'Design affords equal employment opportunities to all qualified persons, regardless of race, color, religion, national origin, age, sex, disability, sexual orientation, gender expression, veteran or marital status.

Contact

Qualified candidates can send their resume to Stephen O'Connor at soconnor@odesignnpc.com

No phone calls permitted