



**VALUE
CREATOR**



Transform challenges
into possibilities

Our vision :

To grow Uni-Select into one of North America's leading automotive organizations.

Our mission :

Develop the best distribution methods for spare parts, tools, equipment and accessories for motorized vehicles.

POSITION OPENING

DIVISION: Corporate Marketing, Chattanooga TN

TITLE OF POSITION: Marketing Administrative Assistant

IMMEDIAT SUPERVISOR : VP Marketing

The position is located in Chattanooga, TN. The incumbent will be responsible for the following activities.

DUTIES:

*The **Marketing Administrative Assistant** is the key resource for coordinating marketing and administrative support for the internal sales and marketing staff for the Corporate Marketing Department. Reporting to the VP of Marketing, the Marketing Administrative Assistant is responsible for:*

- *Support the marketing and management team to ensure a cost effective operation and complete customer satisfaction*
- *Providing advertising and administrative support to include routine administrative tasks (phone, copies, filing, fax, etc) as well as calendar management, event planning, etc- in the support of the marketing group and department manager*
- *Find innovative ways to improve the flow and accuracy of all marketing and sales information*
- *Supports the development and distribution of marketing and sales materials. Assists in production of advertising, marketing brochures, sales kits or other promotional materials. May write articles and design layouts.*
- *Coordinate, develop, and organize functions, meetings and special events*

REQUIREMENTS:

Associates Degree required, bachelors degree preferred. 3-5 years experience in Marketing or as an Administrative Assissant required

PERSONAL SKILLS

- *Successful candidates will possess excellent skills with Microsoft Excel and various desktop publishing software packages, certification a plus.*
- *Above average customer service, communication and organizational skills, data entry and analytical skills required.*
- *Able to work without supervision in a fast paced and dynamic environment.*
- *Candidates must be a self motivator, who sets and achieves high standards.*
- *Position requires an articulate speaker and flawless written communication.*
- *Position also requires an associate willing to work a flexible schedule in order to meet deadlines and fulfill customer expectations.*
- *Knowledge of the automotive industry and its vendors, customers, sales, co-operatives would be a plus.*
- *Must be detail oriented and work effectively independently or as a member of a team.*
- *Microsoft Office experience with a high proficiency with Excel is required.*