



## **Job Title: Marketing Coordinator/Administrative Assistant**

**Start Date: January 1st 2024**

### About APEX SMART HOME:

APEX SMART HOME helps San Antonio Homeowners create safer, more enjoyable and energy efficient homes through our award winning services. We are dedicated to creating highly satisfied customers by protecting them with home security and automation, providing clean water with our water softeners, saving on their energy bills with solar panels and creating the perfect dream home with our complete home remodeling services. We are seeking a dynamic individual to join our team as a Marketing Coordinator/Administrative Assistant to support the growing sales organization and CEO in customer service, sales, and administrative tasks.

### Responsibilities:

- Provide exceptional customer service to clients and partners
- Assist in creating and implementing marketing strategies
- Coordinate and support sales initiatives and campaigns
- Manage and organize schedules, appointments, and travel for the VP of Sales and CEO
- Prepare and edit sales contracts, communications, presentations, and other documents
- Maintain and update customer databases
- Collaborate with the marketing team to develop promotional materials
- Assist in organizing events and trade shows

### Qualifications:

- 3 + Years experience in customer service and sales support
- Strong organizational, multitasking skills with excellent written and verbal communication skills
- Proficient in Microsoft Office Suite, Canva and CRM software
- Ability to work independently and collaboratively in a fast-paced hybrid environment

Joining APEX SMART HOME means becoming part of a dynamic and innovative team that is shaping the future of smart home technology. We offer competitive pay, opportunities for career growth, and a collaborative work environment where your ideas and contributions are valued.

### How to Apply:

If you are passionate about sales, customer service, and marketing, and if you thrive in a fast-paced environment, we want to hear from you! Please send your resume and a cover letter outlining your relevant experience to [msaenz@getapexsmart.com](mailto:msaenz@getapexsmart.com) by December 21, 2023.

Note: APEX SMART HOME is an equal opportunity employer. We encourage candidates of all backgrounds to apply. Join us in revolutionizing the way people experience smart living!