

Marketing Administrator

About the Company:

SkySpring Nanomaterials is a small growing company offering nanomaterials located in west Houston. Our chemicals are used for research and development as well as manufacturing. Currently, we are seeking an individual to enhance our web marketing department and establish new ways to grow our clientele. This position is a full-time or part-time job. More information about the company can be found on our website at www.ssnano.com.

Position Summary:

The Marketing Administrator will coordinate market development, reach out new customers, maintain existing customers, and business operation.

Job Responsibilities:

- Design a marketing strategy;
- Create Promos, brochures, and other marketing documents;
- Run SEO and web marketing campaign
- Other works assigned

Qualification:

- Self-motivator and fast learner are a must
- Strong communication are essential
- Web marketing experience is preferred
- Background on material science, or nanotechnology, or chemistry is a plus
- Excellent computer skills are required
- Must be flexible for the varied duties of a small startup, Works well without supervision and accepts responsibilities

We are looking to fill this position immediately, please indicate when you can start. Please submit your resumes, cover letter, and salary requirements to careers@ssnano.com. Applications without salary requirement will not be considered. We will contact potential candidates, so do not phone directly.