



Long Wave Inc. Job Posting

Date:	February 3, 2012
Position Title:	Marketing Specialist
Department:	Oklahoma City, OK
Salary:	D.O.E.
Work Hours:	Regular/Full-Time
Position Closes:	February 10, 2012

OKLAHOMA

115 E. California Ave.
Suite 400
Oklahoma City, OK 73104
Office: 405.235.2217
Fax: 405.235.2250

TEXAS

1701 N Greenville Ave.
Suite 308
Richardson, TX 75081-1845
Office: 972-423-4841

WASHINGTON

1783 Highway 308 NE
Suite 201
Keyport, WA 98345
Office: 360.930.9267

VIRGINIA

909 South Oriole Dr.
Virginia Beach, VA 23451
Office: 757.351.2499
Fax: 757.351.2501

Positions Primary Function:

Primary Function:

This position is responsible for supporting the Director of Marketing and the marketing operations by providing daily support on all functions to include, but not limited to; generating materials, making initial contact and/or following up with potential clients or customers, and providing overall assistance with all marketing functions.

Essential Responsibilities:

1. Primary point of contact for customers and clients.
2. Assists daily operations of the marketing function, ensuring smooth and efficient workflow.
3. Hands-on involvement in a variety of marketing logistics, including event production, material production, management and distribution.
4. Responsible for tracking invoices and costs and submitting proper claims for expenses incurred.
5. Maintain schedules, deadlines and appointments for Marketing Department.
6. Provide assistance as needed with research for competitor products and services.
7. Compile and maintain customer presentations.
8. Maintain and update customer/clients contact data base.
9. Responsible for the development and maintenance of the sales and orders databases.
10. Maintains and configures Long Wave Inc. website.
11. Provide administrative support to Marketing Team.
12. Responsible for communicating with both internal and external customers in an effective manner.
13. Must be able to communicate effectively in the English language.
14. Ability to interact with customers and clients on a daily basis and troubleshoot potential problems for guests as necessary.
15. Perform other duties as assigned.

Job Requirements:

- Bachelor's Degree in Marketing or equivalent combination of education and experience.
- 5 years in an Administrative roll to include 3 years working within a Marketing Department.
- Proficient in Microsoft Office to include Word, Outlook, Excel and Publisher.

To Apply:

Submit completed resume/application form to: Long Wave Inc. 115 E California Ave, Suite 400, Oklahoma City, OK 73104
Resume will not be accepted in lieu of application form. Application form available at www.longwaveinc.com

Equal Employment Opportunity – Long Wave Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, political affiliation, religion, sex, marital status, national origin, age, or the presence of any sensory, mental or physical disability.

INFORMATION TECHNOLOGIES

TRAINING SERVICES

RF COMMUNICATION

VLF / HF / UHF / EHF

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INTEGRATION

INSTALLATION

ANTENNA SERVICES

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LOGISTICS

PROGRAM MANAGEMENT

SOFTWARE

ADMINISTRATIVE SERVICES