



PRAM Central MS <pramcentralms@gmail.com>

Job Opening - Ergon Marketing Communications Administrator

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To: "pramcentralms@gmail.com" <pramcentralms@gmail.com>

Corporate Communications has an opening for a Marketing Communications Administrator that will oversee the logistics involved in executing the day-to-day activities of the Ergon Marketing Communications Department.

This position partners with Communications teams to ensure the internal divisions' needs are met leveraging Communications' processes and technology to drive efficiency. This position executes daily operational tasks, including creating jobs, reporting, scheduling, shipment management, and problem resolution.

This person selected will schedule and track Communications' projects, respond to inquiries, and support digital projects with data entry and mailing coordination. The person selected will also generate and maintain up-to-date and accurate project records and shipment documentation, oversee management and reconciliation of the departmental purchasing card, and manage invoice submission and approval through Ergon accounting systems.

A bachelor's degree is required, with five (5) years of work-related experience. This person must have strong communication, critical thinking, and problem-solving skills, be a team player, and be able to multi-task, prioritize, and manage time effectively in a fast-paced and deadline-driven environment.

This position is open to both internal and external applicants. For external applicants, the employment offer is contingent upon a pre-employment drug test and background check.

Interested applicants should respond with a cover letter and resume to the email address provided. External applicants must submit salary requirements in order to be considered.

We are an EEO/AAP employer. Email Requested Documents to: kathy.potts@ergon.com to Apply.

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