



## MARKETING COMMUNICATIONS COORDINATOR

Dura Supreme, Inc. is a nationally recognized leader in the custom kitchen and bath cabinetry industry located in Howard Lake, MN. We're seeking an experienced **Marketing Communications Coordinator** to help us reach our next level of success.

The Marketing Communications Coordinator is responsible for assisting the VP of Marketing in developing, implementing and maintaining marketing programs to achieve company sales and strategic goals. This position will spearhead new projects to promote brand development and create a consistent company message. This position is primarily responsible for implementing company communications through traditional and social media.

Primary responsibilities include:

- Coordinating communications to our national dealer network. Prior experience with database management, direct mail and mass email communications is a plus.
- Coordinate website content, updates and design as well as developing new systems. Copywriting skills are important as this position will also be responsible for blogs and e-newsletters.
- Responsible for event coordination and travel scheduling. Some job duties of this position would be considered administrative in nature.

A college degree in Marketing, Graphic Design or related field is required, with a minimum of 3 years marketing experience preferred. Must be proficient with MS Word, Excel, Powerpoint and Access. Other requirements include excellent organizing, planning, and follow-up skills; English grammar proficiency; and copy writing and proofreading skills. Occasional travel is required.

Please submit resumes with salary expectations to: [hr@durasupreme.com](mailto:hr@durasupreme.com) or  
Attn: HR Manager at Dura Supreme, Inc., 300 Dura Drive, Howard Lake, MN 55349  
[www.durasupreme.com](http://www.durasupreme.com)

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