



We think you're awesome – Join our Team!



Job Title: Marketing Support Specialist - \$750 Onboarding Bonus!

CELLTREAT Scientific Products is a supplier of laboratory products for the Life Science industry. In 2022 we added to our strengths with the acquisition of VistaLab Technologies. Our strong focus on our customers, team, and values creates a fun and rewarding work-hard/play-hard environment.

Come see what the Green Team has to offer, you're going to love working here!

What you can expect:

- Team members who "get it done" are appreciated, recognized, and rewarded
- Learn new skills, build your experience, and grow with the company
- Share the prize – bonuses, employee lunches, activities, recognition program, and more!

Join CELLTREAT's Marketing Team to help ensure we put the customer first and maintain creativity and fun.

Schedule: Monday to Friday, 8:30 am-5:00 pm (Schedule flexibility exists for the right candidate)
Potential for overtime as needs arise

Salary: \$850-950 per week based on experience plus 401K and Health benefits
\$750 Onboarding Bonus paid upon completion of new hire onboarding program
Quarterly bonus program (Approx. \$1,000 annually – paid quarterly)

Responsibilities Include:

- Process and track customer sample and promotional requests
- Maintain the CELLTREAT product image library and image number system
- Assist with order review process- ensure samples and literature are fully stocked, case insert changes are communicated, and review orders.
- Build and maintain sample packs inventory
- Label stock inventory control and re-order with external vendors as needed
- Assist with marketing collateral creation, printing, and cutting
- Manage promotional item inventory
- Reply to sales reps/customers to provide updates for items shipped and other inquiries
- Additional responsibilities to be determined

Skills Desired:

- A degree in marketing (preferred but not essential)
- Attention to detail is very important along with strong writing and editing skills
- Team Player
- Strong Computer Skills – Microsoft Office, Canva, and HTML skills are preferred but not required
- Proficient administration/organizational skills
- Development of website and social media content
- Must be comfortable with communicating face-to-face as well as remotely with coworkers and customers
- Familiarity with products and applications is a plus

To Apply: Submit resume and letter of interest to Jessie Boisseau (Jessieb@celltreat.com)