



<https://www.vc3.com/job/marketing-coordinator/>

## Marketing Associate

**VC3**, an innovative IT services solution provider headquartered in Columbia, SC, is seeking a **Marketing Coordinator** for our Marketing Team. The ideal candidate will be professional, organized, detail-oriented, enthusiastic, and interested in learning new skills.

### Here's what you will be responsible for:

- Maintaining and updating CRM software
- Coordinating travel arrangements and events
- Collecting and reporting on market data
- Providing administrative support
- Assisting with the creation of marketing content

### Here is what we would like you to bring to VC3:

- Professional and positive attitude
- Excellent customer service skills
- Ability to handle and prioritize many tasks simultaneously
- Advanced experience in Microsoft Word, Excel, and PowerPoint
- 1-3 years of experience in a similar role
- Bachelor's degree in Marketing/Communications preferred

### And, here is some additional info you will want to know:

- Work Schedule: Monday through Friday, 8 to 5
- Must have a valid driver's license and reliable transportation
- Applicant selected will be subject to criminal, DMV, and credit background checks

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VC3, Inc.

### Job Location

Columbia, SC | Decatur, GA

### Date posted

May 31, 2021