

We Are Hiring

MARKETING ASSISTANT



Position Title: Marketing & Sales Assistant

Job Type: Flexible Part time or Full Time

Industry: Construction Technologies

Career Level: Associate Degree

WHY MDW:

Moeller Door & Window (MDW) is seeking a creative and detail-oriented Marketing Assistant to join our team! In this role, you'll work closely with our Marketing Manager to support and elevate the MDW brand across digital and print platforms, as well as assist with inside sales. Moeller Door & Window is a family-owned business based in St. Henry, OH which has furnished, serviced, and installed exterior commercial and residential doors & windows for over 38 years. We are very proud of our commitment to customers and our reputation in the door and window industry.

JOB RESPONSIBILITIES:

- Manage and maintain multiple company social media platforms with engaging posts and video clips
- Schedule and visit customer homes or businesses to capture photos and gather video testimonials
- Design promotional materials including brochures, flyers, and other company literature
- Add and update product images in our internal software system
- Manage company websites.
- Provide additional support within the HR department where needed
- Provide outstanding service by being responsive, knowledgeable, and customer-focused
- Assist customers with entry door and garage door selections, both in person and over the phone
- Support showroom traffic, helping walk-in customers with product information and purchasing decisions

EXPERIENCE/CERTIFICATION REQUIRED:

- Associate degree or higher in Marketing, Business, Communications, or a related field
- Knowledge and experience with Adobe Photoshop & Illustrator
- Creative thinker and an eye for detail and design aesthetics
- Excellent written and verbal communication skills
- Ability to work in a team environment and stand-alone depending on the workload.
- Organized, self-motivated, and able to manage multiple projects
- Sales-oriented mindset with excellent communication and customer service skills

SALARY/BENEFITS:

- Competitive health, dental, and vision insurance, or health insurance reimbursement
- Disability and life insurance coverage
- Company matched 401(k) plan
- Supportive and collaborative team environment
- Hands-on experience with real projects that make a visible impact
- Provided apparel
- Flexible schedule (3-5 days per week)



CLICK HERE TO APPLY