

JOB DESCRIPTION
Graphic Design & Marketing Specialist (REMOTE)

TITLE: Sales & Service Manager

RESPONSIBLE TO: Owner

SUPERVISES: Cleaning Technicians, Trainers, Team Leads

Purpose of Position: To convert leads to sales, correct service failures, assure outstanding customer satisfaction, relations, and communications.

Duties & Responsibilities:

Design and produce marketing collateral and display merchandising.

Conceptualized brand identity and develop unique accompanying graphic style and tone for use in communications and website

Successfully spearhead campaigns on social media platforms, including Facebook, Instagram, Google My business, Nextdoor, Yelp

Re-energize sales staff with creative tools like customized art packages, name-drop templates and logo builders.

Conceptualize new designs for marketing material and ads based on our marketing timeline

Source, compose and retouch images for print and web.

Collaborate with management and sales team on new ideas via slack marketing channel.

Update website landing pages as needed

Assist in other areas of marketing

This position is required to work 2-3 hours DAILY between 9 and 6pm PST (Los Angeles Time) and be logged into slack. Exact times to be determined before hire.