

Job Title:

Marketing & Retail Coordinator

Pay & Benefits:

Full time, starting pay \$18/hour with medical benefits, vacation, sick leave, and paid holidays.

This position has set hours Tuesday -Saturday 10-6, which includes a 30-minute paid lunch.

Description:

We are a small, family owned and run business located in Wilkesburg, PA that makes all-natural body care and household cleaning products, looking for an enthusiastic, self-motivated, & organized individual to join our team.

The Retail & Marketing Coordinator will be responsible for planning, producing, and implementing marketing, while managing storefront and retail operations.

This includes:

- planning marketing campaigns and developing content for email, social-media, and print channels.
- maintaining the seasonally updated aspects of our website as well as managing social media posting and engagement.
- being the first point of contact for customers who visit our location.
- merchandising, decorating, & managing inventory in the storefront.

Attention to detail and organizational skills are critical for this role. The best candidates should be able to schedule their day efficiently and to easily switch priorities as needed. The position has a great deal of autonomy, but teamwork is also a must.

Application:

This position is open immediately.

Please submit resume, cover letter highlighting your experience and interest in the position, and professional references to jeff@lovettsundries.com.

Call **412-204-6866** with any questions.