

Online Marketing Specialist

TurnKey Internet is a leading Internet service provider offering cloud hosted services – focusing on web hosting, colocation, cloud, and software as a service (SaaS) products. TurnKey Internet is a fast growing company, with 10+ years in the Capital Region – offering outsourced IT on Demand to clients across the street, and the globe. We are seeing hard working qualified candidates to join our growing team as we expand further in the Capital Region.

Applicant will be responsible for online marketing including forum and blog posts, content distribution, monthly newsletter writing, as well as part of our marketing team which also does direct mail and print campaigns. Applicant will have day to day duties that include copy writing, design aspects working with our web and graphic design team, as well as managing our online affiliate program. Also must have the ability to monitor and direct resources, resolving, and documenting issues and ability to create, and maintain proper procedures to ensure the highest possible customer and employee satisfaction. The candidate must have knowledge of general marketing concepts, and a familiarity with online marketing concepts such as blogs, forums and using major online forums such as Twitter and Facebook.

The applicant should display a positive and proactive attitude, strong organizational skills, the ability to prioritize and multitask and be a strong communicator, both on paper, in emails, and over the phone, as he or she will frequently deal with higher levels of management and a worldwide customer base. Candidate may also be required to perform other administrative tasks by management that may be outside this job description. This position is perfect for an individual with willingness to learn and grow with the company.

Position Qualifications

- Marketing experience (entry level positions are available)
- Ability to communicate clearly and professionally
- Strong data entry skills
- Strong ability to deal professionally both via phone and email
- Strong organizational skills and attention to detail
- Position Duties
- Oversee online marketing (program already in place)

Position Duties

- Oversee online marketing (program already in place)
- Extend our online marketing program (new areas)
- Manage work queues, allocate resources as needed
- Prepare and maintain various reports
- Interact with online affiliates to resolve outstanding issues
- Other duties as required and assigned by management

Position Hours

- Monday – Friday 9am – 5pm

Salary based on prior experience.

TurnKey Internet, Inc is an Equal Opportunity Employer.