



Job Title: Marketing Communications Manager
Status: Exempt
Reports To: Director of Sales and Marketing

Cal-Waste is seeking a talented Marketing Communications Manager with strong technical and people skills to join our Marketing team. This is an important role for a self-motivated, organized and enthusiastic individual.

Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin and Calaveras County. A family-owned business **97 years strong**. Our worldwide headquarters is in Galt, CA. Check us out at www.cal-waste.com.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide digital marketing and sales/marketing support material, including print collateral, advertising, social media and digital strategies.
- Manage Cal-Waste's online presence and public relations.
- Work with the Director of Brand/Community Outreach and the Leadership team to create and manage our marketing and sales calendar, including coordination and execution of tradeshow and company-wide events.
- Work with the Sales Team to help complete RFP's and other customer documentation needs.
- Create presentations and other marketing and sales support material.
- Organize, update, release and archive marketing collateral on an on-going basis.
- Provide client, category and industry research and insights.
- General marketing and administration duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- 2+ years' experience in a marketing role.
- Proficient in Microsoft Office and social media platforms.
- Strong working knowledge of creative programs such as InDesign and Photoshop.
- Outstanding graphic presentation skills.
- Willingness to focus on multiple projects simultaneously.
- Ability to write creative copy for proposals and project descriptions.
- Excellent organizational and communication skills.
- Excellent attention to detail.
- Excellent proofreading skills.
- Ability to work independently and to work collaboratively in a team environment.

- Experience in the Solid Waste and Recycling industry a plus.

Benefits:

Cal-Waste offers competitive salary, a great benefits package including health, dental, vision, life insurance, 401(k), vacation, sick leave, holidays and a simplified cafeteria plan for all full-time permanent positions.

PAY RANGE:

\$65,000.00 - \$75,000.00 annually