



## Job Description Marketing Coordinator

### About H&K

Founded in 1975, H&K International is a leading global supplier of stainless steel kitchen equipment to the food service industry with a long-established reputation for quality products, precision manufacturing and exceptional customer service. H&K delivers flexible, value-driven restaurant equipment solutions to major customers in North America, Latin America, Europe, Australia and Asia.

### Summary

The Marketing Coordinator will assist in all facets of the marketing program including print and digital design. This is a full-time, entry-level position in the Sales & Marketing department for a motivated individual who excels in brand messaging, content creation, and graphic design. This position will be instrumental in supporting all marketing efforts.

### Essential Functions

- Capture and prepare product images
- Execute website and mobile app changes, including banners, photos, and product information
- Assist in the design, creation, and maintenance of marketing materials including product catalogs, brochures, and convention materials

### Requirements

- Bachelor's degree in a relevant field
- Clearly state salary expectations when applying
- Proficiency in Adobe CC
- Adept at graphic design; photography skills a plus
- Good judgment and discretion when dealing with sensitive topics
- Excellent written communication skills with emphasis on proofreading and grammar
- An ability to work individually on a project or in a team environment
- A detail-oriented, strategic thinker with fresh ideas for campaigns and content
- Professional experience on platforms such as LinkedIn, Facebook, and Twitter a plus

Please submit resume in Word format to [opportunities@hki.com](mailto:opportunities@hki.com)

**\*No resumes will be considered without salary history and expectations.**

\*No recruiters/staffing agencies will be considered in filling this position.

H&K International offers a competitive benefits package including a comprehensive medical plan that includes short/long term disability, flexible spending account, life insurance, 401k (with 100% match up to 5% and immediate vesting), with eligibility after the first of the month following 12 months of continuous employment, tuition reimbursement, free online training courses and a business casual dress environment.