



Marketing and Communications Specialist

Business Unit: Miltope Corporation

Location: Huntsville Customer Focus Center or Montgomery Manufacturing Center of Excellence

This position is an exempt salaried role which normally works a 9/80 work schedule.

Who YOU are and what You can become:

You are a high performing and creative MARCOM Specialist with attention to excellence and detail. You have a drive marketing for Business Development and employee relations. You have a history of creative solutions to meet new challenges and improve current branding. You can work closely with business development to ensure a cohesive branding approach that compliments our market. You have experience in designing marketing for products that will be fielded for many years. You are looking for a role that ultimately serves a noble purpose...like our nation's warfighters.

Who WE are and where WE are going:

At **ST Engineering North America Government, Miltope Corporation** we apply our technology and innovation to solve real-world problems and improve lives. Our dedication to excellence and our strong track record have earned us a distinctive reputation for quality and trust as a global technology, defense and engineering group. Our diverse portfolio of businesses spans the aerospace, smart city, defense and public security segments. We are continuing to grow as our expertise and facilities around the world keep aircraft flying safely and transform and future-proof cities to make them more mobile, more secure and more livable.

What YOU will do:

You will develop marketing and communications strategies for our company and its portfolio of products. You will develop communications for workplace events and play an important role in the communications outreach to our most important asset, our wonderful employee team members! You will use your creativity to compliment our established legacy, reputation and branding.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

- Orchestrate and execute a comprehensive plan to promote the Miltope brand
- Administers national and international marketing communications programs to include: trade show plans and budgets, advertising campaigns, social media campaigns, print campaigns, data sheets, graphics, videos, photos and briefings, and graphics and data into the website.



- Executes, monitors and reports efficacy of social media/website reach and conveys statistics and leads to BD leadership.
- Coordinates and is responsible for the administration of Miltope participation in trade shows from the planning and budgeting phase through close out including plans, budgets, space, equipment, and service orders, shipments, and promotional items.
- Works in closely with Business Development and supports any related activities as required such as campaigns, captures, or proposals.
- Serve as the liaison for the company with general, business, industry, and trade news media. This includes developing working relationships with external entities.
- In conjunction with departmental BD personnel, coordinates development of and prepares content of strategic market plans and assessments for DOD, federal and/or state government., and commercial sectors and niches.
- Assists with related business development budgets, ensures that all invoices are paid in a timely manner, monitors expenditures and investigate any irregularities. Report results monthly to the Business Development staff.
- Coordinates and interfaces extensively with Miltope contracted vendors such as advertising agencies, exhibit houses, etc.
- Coordinates ordering, maintenance, logging, and bailment of demonstration equipment.
- Supports Business Development in their pursuit of specific opportunities.
- Administers prompt review of charges, payment of invoices, and provides reports on status of invoices, quotes, and demo equipment to supervisor.
- Must be able to communicate a clear vision of Miltope to all outside organizations and agencies in area of assignment.
- Travel to trade shows, events, and vendors as required.
- Manages multiple contract types
- Works closely with other functional groups to achieve the best business results.
- Performs other duties as directed by the departmental leadership
- Applicant must be self-motivator and able to handle multiple tasks concurrently.

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

Bachelor's degree in marketing or related field AND



Minimum of 5 years of progressive marketing experience.

OR in absence of degree, 10 years relevant experience.

Ability to obtain/maintain a security clearance.

Required Knowledge, Skills, & Abilities:

- Ability to write reports, business correspondence, and procedures
- Proficient with Social Media Platforms
- Ability to present information with excellence and respond to questions
- Strong demonstrated ability to organize and prioritize tasks; excellent time management skills.
- Strong interpersonal, verbal and written communication skills to interface with project team and external vendors and be able to accurately document, report and present
- A drive for results in a teambuilding environment
- Ability to research solutions and apply advanced planning tools and techniques to resolve business challenges.
- Strong problem solving and negotiation skills to ensure accountability
- Excellent time management skills.
- Ability to manage/knowledge of multiple contract types
- Proficient with Microsoft Office (Word, Excel & PowerPoint); proficient experience using internal ERP systems
- No travel restrictions

Preferred Education & Experience:

- Field Experience in aerospace and military environments
- Working knowledge of Microsoft Dynamics AX ERP system

Physical Demands and Work Environment:

- The noise level in the work environment is usually moderate and much of the role will be in an office environment with light physical demands. Frequent US travel is required as well as occasional global travel. Incumbent will be required to assist with the install and assembly of trade show booth materials as well as transport such materials needed 10 and from trade events. Lifting of such materials (infrequent 60 lb.), as well as bending, stooping and climbing will be required. Standing at trade shows for extended periods of time may also be required. Incumbent must have the ability to interpret and match colors.



YOU get more than Just compensation with Miltope:

- 401K with rich company match
- Medical/Dental/Vision Insurance
- Disability
- PTO
- Tuition Assistance
- Life and Accidental Death Insurance
- Development and Career Growth Opportunities

Please contact:

Human Resources at hr@miltope.com

It takes diverse talent to solve real-world problems. ST Engineering/Miltope Corporation is deeply committed to building a workplace community where inclusion is valued, and everyone feels welcomed. We're proud to consider all qualified applicants for employment without regard to race, color, religion, sex, pregnancy, family status, marital status, sexual orientation, national origin, disability, age, or veteran status, or any other legally protected grounds. So, bring us your personal experience, your perspectives, and your background. It's through our differences that innovative changes are made.

Miltope Corporation is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact our Human Resources Team at hr@miltope.com.