

May 17, 2022

**POSITION**

Marketing Operations Assistant

**REPORT**

Director of Marketing

**FULL TIME / PART TIME**

Full Time

**LOCATION**

Bethesda, MD

**DURATION**

Permanent Position

**ABOUT NOVOLYZE**

Novolyze is a rapidly growing company that empowers the food & beverage industry to enhance food safety & quality performance in a rapidly changing environment. We offer application-driven, tech-enabled solutions to activate a groundbreaking, holistic approach to food safety and quality. We leverage the power of IoT and cloud computing to unify food safety and quality data, transform them into actionable insights, and enable real-time decision-making.

Our team is composed of experienced food safety & quality professionals offering cross-functional expertise in microbiology, process engineering, risk assessment, SaaS solution engineers and many others. At Novolyze, we all share the same passion for making the foods we eat everyday safer while improving the sustainability of food production systems. Our values encompass Customer Success, Boldness, Team Spirit, Agility & Impact.

Novolyze Inc. provides competitive compensation, and a benefit package that includes comprehensive medical, dental, and vision plan, 401(k) plan, and unlimited paid time off.

If you have a desire to grow with a dynamic company, make a major difference within the organization, and thrive working in a fast-paced environment, then this opportunity may be for you.

## JOB DESCRIPTION

The Marketing Operations Assistant at Novolyze will play an important role in supporting and contributing to the creative execution of Domestic & International Marketing campaigns while supporting general office functions that include but are not limited to HR, New Employee Onboarding or Sales Support tasks. Reporting to a highly talented Director of US Marketing this is a great opportunity learn and grow professionally in an organization that hires and develops great people.

Qualifications:

- BA/BS or equivalent experience
- 2+ years in a marketing, operations, or related function
- Excellent office technology skills (Excel, Word, PowerPoint, etc.)
- Knowledge & technical skills
- Excellent writing skills
- Ideally knowledge of innovation and start-up environment
- HR generalist skills are an advantage
- Familiarity with marketing automation tools, ie. HubSpot, Salesforce is a plus
- Verbal and non-verbal communication
- Active listening
- Problem solving skills
- Flexibility and adaptability

## RESPONSIBILITIES

The job will include the following key areas of responsibility:

Sales & Marketing – assist the sales and marketing teams with operational tasks, campaign launches, email and performance marketing initiatives, trade show management, creating sales enablement materials, shipping and receiving, printing, and distributing collateral, maintaining databases.

Office Management- serve as the primary administrative point of contact for the Bethesda, Md. office, greeting visitors, managing supplies, vendors, answering phones, managing receipt and sending of mail and packages.

Event Coordination – serve as an event coordinator for a wide range of meetings, events, gatherings, for employees, prospects, and guests, managing logistics such as venue selection, travel booking, hotel reservations, technology, catering, and related vendors.

Human Resources – support recruitment efforts, manage new staff onboarding, training programs, company newsletter, IT and security-related policies, functionality of office equipment.

Finance – manage the issueing and sending of customer invoices, as well as receiving customer checks and depositing them to the bank

Other Duties as Assigned

## APPLICATION

If you are interested in this position, please send your CV + cover letter to [talents@novolyze.com](mailto:talents@novolyze.com)

Novolyze prohibits all discrimination and encourages diversity in all forms. Novolyze is committed to respecting the diversity of its employees and to providing them with an inclusive work environment.

