



Novotech Nutraceuticals, Inc.

2897 Palma Drive, Ventura, CA 93003

Office: (805) 676-1098

www.novotechnutra.com

Marketing & Customer Relationship Coordinator

Full-Time. Location: Ventura, CA (on-site).

Key Responsibilities

Marketing & Brand Support

- Assist with website updates and content management
- Coordinate email marketing campaigns (Mailchimp)
- Help create marketing materials and presentations

Customer Relationship Management (CRM)

- Keep CRM records accurate and organized
- Track customer activities, follow-up progress and reporting
- Generate CRM and marketing reports
- Engagement, Coordinate and help strengthen long-term customer relationships

Market Intelligence

- Research industry trends and activities
- Collect customer insights
- Prepare market reports and business summaries

Sales Support

- Coordinate customer information among departments

Qualifications

- Bachelor's degree in Marketing, Business, Communications or related fields
- 1–3 years of marketing, customer service, CRM, or coordinator experience preferred
- Strong organizational and communication skills
- Excellent written and verbal English
- Experience with Mailchimp, LinkedIn, WordPress or Adobe Creative Suite is a plus

Pay Range: \$21-28/hour, depending on experience and qualifications.

Please contact: HumanResources@novotechnutra.com
