



To apply for this position, please email your resume to tony2@tpionline.com.

Marketing Representative - Job Description

Division/Department: Marketing Department

Location: 2500 Maitland Center Parkway, Suite 230 | Maitland, FL 32751-4174

Reports To: Ashley Vaughan, 407-331-3888, Extension 214, ashleyv@tpionline.com

Level/Grade: Entry Level

Type of Position: Full-time

Hours: M-F 9:00am – 6:00pm

Compensation/Benefits: Hourly starting range is \$10.00 - \$13.00 per hour. The position comes with the following benefits - Health Insurance*, Vacation Pay, Sick Pay, Personal Pay, and Full Discount Travel Benefits with IATAN ID Card. *TPI contributes flat amount towards total premium each month.

General Description: Responsible for assisting Independent Contractors by supporting and facilitating development and implementation of business/marketing plans.

Key Tasks:

- Work with Marketing Manager by contributing with planning overall marketing, e-marketing, training and strategic programs for Independent Contractors.
- Ability to assist Independent Contractors with development of niche market strategies.
- Ability to interact directly with agents to promote marketing services and tools through bi-monthly outbound sales call campaigns.
- Participate in site inspections, familiarizations trips, and on-property and off-property events as needed.

Requirements – Education (minimum):

- High School or equivalent.

Requirements – Computer Skills:

- Possess a strong working knowledge Microsoft Office Suite including Internet Explorer, Outlook, Word, Power Point and Excel.
- Possess the ability conduct online webinars using Webex or GoToWebinar.
- Possess the ability to use a Contact Management System like ACT or similar.

Requirements – People Skills/Other:

- Excellent communication skills at all levels including excellent listening skills.
- Ability to express oneself in writing.
- Read and write English in order to understand and interpret written procedures.
- Possess strong customer service skills and be able to work in a dynamic team environment.
- Ability to work in a multi-task fast paced environment.
- Build and maintain effective, professional relationships.

Reviewed By:

Notes: