



Marketing Assistant/Receptionist

Summary:

Haigh-Farr is a premier antenna design and manufacturing house developing products used across all platforms in the aerospace industry. In our over 50 year history we have enjoyed steady, planned growth. In 2020 Haigh-Farr plans to further expand our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

The Marketing Assistant will support the BD Department with a variety of projects as well as support various needs related to Haigh-Farr. The Marketing Assistant should be self-directed with a willingness to learn and work efficiently as a team member and independently.

Responsibilities:

- Daily receptionist duties including greeting visitors, following current Haigh-Farr visitor protocols, and answering incoming calls.
- Complete assigned projects as directed by Marketing Coordinator. Assigned projects will include datasheet creation, CRM assistance, catalog creation and other BD related projects.
- Create, get approval, and make Intranet updates.
- Assist with marketing strategy development and brainstorming as related to LinkedIn and Haigh-Farr.com.
- Assist with the coordination of company events.
- Assist with implementation of internet updates.
- Create and update new employee nameplates.
- Manage work shoe program at Haigh-Farr.
- Maintain and project a positive outlook toward your role and the company.

Knowledge & Skills:

- Experience working in an office environment.
- Excellent computer skills, proficient in Excel, Word, PowerPoint. InDesign desired.
- Self-starter with ability to work independently.



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Qualifications:

- Bachelor's Degree preferred
- U.S. citizenship required, with ability to possess a security clearance.

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time
- 401K with Company Match and PSP option
- Competitive salary, commensurate with experience and capabilities. Yearly bonus incentive.
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan