



## CUSTOMER RELATIONS + MARKETING COORDINATOR

Appointed is hiring for a full-time Customer Relations + Marketing Coordinator to join our team immediately. Our ideal candidate has at least 1 year of Marketing experience and a strong professional interest in learning all facets of marketing of a growing commerce company. The coordinator will play a key role in all CX, Marketing, Partnerships and Social Media efforts and will report to the Customer Relations + Marketing Manager.

### Responsibilities:

- Represent the Appointed brand by answering CX inquiries via email, live chat, phone and in-person in a professional, friendly and timely manner
- Ensure all Appointed E-Commerce orders are accurately fulfilled on a daily basis and provide operational support to fulfillment team when needed. Process all return orders
- Coordinate influencer and sample mailings, research potential new influencers/press leads and maintain relationships with existing influencers/press through data entry and list management
- Help plan, execute and attend Appointed's local event activations to build brand awareness and foster customer relations
- Assist with social media content across all platforms, including Instagram, Facebook, Twitter and Pinterest
- Coordinate product and lifestyle photography surrounding new product releases
- Develop content for Appointed's E-Commerce website including product listings and descriptions, and marketing-related collateral surrounding new product releases and company milestones

### Required qualifications:

- At least 1 year professional Marketing/PR experience in an office setting
- Strong organization, communication and creative writing skills
- Proficiency with Apple products/software
- Ability to multi-task and work in a fast-paced environment
- Extremely thoughtful and detail-oriented
- A strong working knowledge of social media platforms
- Resourceful, responsible and a team player
- Interest in working for a small, creative commerce company
- A love for paper products and good design is a plus

Appointed, LLC is an American-made brand of thoughtfully designed desktop products that make utility look luxurious. Following an exhaustive yet unsuccessful search to find well made and refined desktop products that are manufactured in the U.S., we decided to create our own. Practical, beautiful and handcrafted of the finest materials, Appointed goods are designed to elevate the work experience.

Appointed is made-up of a small but growing team and this individual has the opportunity to make a large impact on a growing company. **Only candidates who submit the following application will be considered: Cover Letter, Resume and Social Media Links.** Due to the high volume of applicants, we are able to only contact those who are selected for an interview. This is a full-time salaried position based in our HQ in Ivy City, DC.

**Please email your application to [jobs@appntd.com](mailto:jobs@appntd.com).**