



## Marketing Communications Coordinator at Annex Brands, Inc. San Diego, CA 92108

### About the Job

#### The Company

Annex Brands, Inc. is a San Diego-based franchisor in the business service center/shipping industry since 1985. With over 820 franchised locations throughout the U.S., Canada, Mexico, and Japan, Annex Brands operates 8 brands: PostalAnnex+, Pak Mail, AIM Mail Center, Navis Pack & Ship, Handle With Care Packaging Store, Parcel Plus, Sunshine Pack & Ship, and Annex Copy Center.

Headquartered in the Mission Valley area of San Diego, Annex Brands is looking for a Marketing Communications Coordinator.

We are seeking someone who enjoys discovering and learning new things; works well with others; is looking for room to demonstrate and be rewarded for leadership; and has the flexibility to change as the business conditions in the marketplace change.

You'll work with others whose job is to help our franchisees live their dream of small business ownership.

#### Our Mission

To provide the dream of business ownership through Franchising; and from this dream, value is added to the lives of our Franchisees, Employees, Stakeholders, and their communities.

#### Our Vision

Building a Franchise Network to provide more service to more people in more places.

#### The Position

Growing company seeking a college graduate to assist the Senior Vice President of Marketing Communications in coordinating marketing activities.

This position is full time and is located in San Diego, California.

Responsible for:

- Manage all Marketing Communication email campaigns.
- Create, coordinate and execute social media campaigns.
- Monitor and update store websites.

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**Job requirements:**

- A bachelor's degree is required
- Basic knowledge of Microsoft Excel, PowerPoint and Word.
- Self-directed, proactive and able to define and execute projects independently.
- Ability to adapt to rapidly shifting priorities in a fast-paced environment, respond quickly to changing business needs/timelines, maintain relentless attention to detail, and complete quality projects on time.
- Must be a strong, clear communicator, both written and verbal, and maintain strong analytical, marketing, prioritization, influencing, and negotiating skills.
- A fundamental understanding of marketing and branding.

**Working Conditions:**

- Extensive use of a computer.
- Occasional business travel is required.
- Fast-paced work environment to meet deadlines and deliver results.

**Physical/Mental Requirements:**

- Great multi-tasker with strong project management skills, enjoys data analysis, resourceful, innovative creative thinker, team player, a self-starter that doesn't require extensive supervision, and has excellent communications skills.

Company offers paid health benefits, vacation, 401(k) plan, flexible spending account, and bonus.

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**Job summary****Location**

**San Diego, CA 92108**

**Job type**

**Employee, Full Time**

**Posted**

**3 Days ago**

**Industries**

**Business Services - Other**

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