



**Job Title:** Maintenance Program Marketing Manager

**Department:** Marketing

**Reports To:** Director, Digital, Trade and Compliance

**Location:** Knowledge Park, Marlborough MA

Solmetex® expertise in material and life science led to the development of high performance, separation chemistries for the dental industry. Today, Solmetex is the leading company in the amalgam separation space, and our products have been proven around the world to help dental practices achieve compliance in mercury removal.

We are searching for a Marketing and Database Program Manager to oversee implementation, day-to-day maintenance, and future development of our Solmetex Maintenance Program and Solmetex Compliance Center, designed to enable physician customers to automatically receive products on a regular basis, as well as manage their EPA-required compliance documentation.

As a newly created role, we are looking for a self-starter who is comfortable working both as an individual contributor as well as a leader when called upon. This person will have the opportunity to define the role with assistance and support from both Marketing and Customer Service leadership.

### **Role and Responsibilities**

- Maintains database results by setting and enforcing standards and controls.
- Prepares for database expansion by studying plans and requirements; advising senior management; coordinating design improvements.
- Keeps senior management informed by preparing reports on system performance and problems; Produce reports on traffic numbers for upper management.
- Works with vendors to maintains database performance and troubleshooting problems.
- Leads platform upgrades and improvements by supervising third-party vendor.
- Interacts with customers – external (Physicians, Distributors) and internal (Sales, Marketing, Customer Service, Finance) to ensure system meets changing end-user needs.
- Accomplishes information systems and organization mission by completing related results as needed.
- Actively seek to resolve any concerns while adhering to the company policy and standards of behavior.
- Ensure company goals and objectives are being met.



### **Qualifications**

- Bachelor's degree in marketing, business, or a related field
- 1+ years of marketing experience
- Technical understanding of database management principles
- Ability to interact and manage third-party vendors.
- Comfort communicating with both the external as well as internal customers.
- Computer proficiency, Microsoft Office, CRM, and other data entry software.
- Ability to effectively organize and manage multiple initiatives.
- Ability to communicate effectively with senior management when called upon.