

## **Lautrec Corporation**

Marketing Associate

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### The Company:

Diamond Nexus Labs, a division of Lautrec Corp. is the world leader in lab created precious gemstones. Lab created gemstones are environmentally friendly, ethically produced, and offer the customer substantial savings from mined gemstones.

The company markets its products direct to the consumer through our million-plus circulation catalogs and multimillion hit e-commerce sites. With four consecutive years of 100% plus sales growth, Diamond Nexus Labs is one of the fastest-growing and most dynamic companies in the jewelry industry.

### Responsibilities

- Assist the marketing executives and team members in the day to day operations of department.
- Responsible for research and marketing analytics
- Responsible for measuring and evaluating marketing efforts.
- Responsible for project management within the marketing department
- Support the coordination of direct mail campaigns, including staying on budget, communicating with outside vendors, generating copy, and contributing creative input.
- Provide public relations support, including building upon established relationships, identifying new relationships with media and trade associations, writing and distributing press releases.

### Qualifications: Requirements

- Undergraduate bachelor's degree required. Marketing, Advertising, or Public Relations
- Proficient Microsoft Office skills. Photoshop experience a plus.
- Strong organizational and interpersonal skills with the ability to multi-task.
- Outstanding writing, editing, and verbal communication skills
- Strong Analytical Skills
- Fun, energetic team player who takes pride and ownership of work
- Ability to translate marketing and sales requirements into action plans and deliverables in a variety of media formats and audiences
- High level of intelligence, initiative, energy and resourcefulness
- Demonstrated ability and initiative to handle increasing responsibility over time
- Excellent organization and project management skills including ability to multi-task and work to short deadlines
- Ability to thrive in a fast-paced, collaborative work environment
- Highest levels of integrity and professionalism
- Keen sense of marketing, branding, advertising, and the online experience

### Apply: Compensation:

- Highly competitive salary commensurate with experience.
- Excellent benefit package including health, dental, vision, disability, 401(k) program and more.
- Innovative benefits such as our Sabbatical Program; after five years employment you receive four weeks paid time off and \$5,000 cash to pursue a life expanding and affirming dream, such

as travel education etc. The management of the company is dedicated to attracting extraordinary talent, and a significant component of that is our focus on making Diamond Nexus Labs one of the best places in America to work.

- The excitement and opportunities afforded by working with innovative marketing leaders and, with four consecutive years of 100%+ growth, one of the fastest growing companies in the jewelry industry.

Next Steps:

If you are interested in this opportunity, please respond by sending us your resume, salary history. Also please include a cover letter explaining why you feel you are the right candidate for this job. Please forward all information to [careers@diamondnexuslabs.com](mailto:careers@diamondnexuslabs.com). No phone calls please!

For more information about Diamond Nexus Labs please view our website at [www.diamondnexuslabs.com](http://www.diamondnexuslabs.com)

We are looking forward to hearing from you!

Angela Dittman  
Franklin, WI  
414-858-1300  
[angela.dittman@diamondnexuslabs.com](mailto:angela.dittman@diamondnexuslabs.com)

### **US Bank**

Fixed Income Inside Sales Representative

Inside sales position within the Money Center (Corporate Treasury dept.) responsible for developing profitable new business account relationships and increased profitability to existing accounts. Identifies business opportunities and sells products and services to medium to large sized accounts which normally have a medium level of complexity. Exercises judgment and typically has some decision making authority. Occasionally requires assistance from manager or more experienced sales representative. A portion of time is spent in face-to-face contact with the client or prospect. Requires a limited amount of local and regional travel.

Qualifications: Basic Qualifications

- Bachelor's degree, or equivalent work experience
- One to three years of product sales experience
- Series 7 & 63 required

Preferred Skills/Experience

- Basic knowledge of product marketing, client service issues, and organization operations
- Strong marketing and business development/sales skills
- Well-developed negotiation skills

- Ability to creatively resolve complex problems with general guidance
- Ability to manage multiple tasks/projects and deadlines simultaneously
- Effective interpersonal, presentation, verbal and written communication skills
- General understanding of fixed income products to effectively offer explanations and recommendations to clients and bankers.
- Thorough understanding of economic, market and financial principles
- Ability to handle large transactions, heavy phone volume and significant time pressures in the coordination and execution of customer trades and follow-up
- Exceptional customer service skills with the ability to work in a team environment

Apply: Qualified candidates please apply via our website: [www.usbank.com/careers](http://www.usbank.com/careers). Please apply to requisition number 090003732

Jennifer Seidel

Milwaukee, WI

414 765 6039

[jennifer.seidel@usbank.com](mailto:jennifer.seidel@usbank.com)