



JOB DESCRIPTION

Marketing and Special Sales Coordinator

Location:

San Saba, Texas

Position Summary:

The Marketing and Special Sales Coordinator is responsible for supporting Jordan Cattle Auction's advertising, special sales, and trailer sales activities. This position manages a variety of projects related to print and digital advertising, website content, customer communications, special sale coordination, and trailer inventory and promotion.

Key Responsibilities:

Sale Advertising and Marketing

- Coordinate and develop print, digital, and mailed advertising and communications for regular sales, special sales, and trailers.
- Maintain and update website content, including sales consignments, photos, videos, and other timely information.
- Use photos, videos, and other content to develop marketing and promotional materials.

Special Sales

- Communicate with consignors to collect accurate consignment information for replacement female, bull, and stocker/feeder sales.
- Enter consignments into the sale management system and manage the sale order.
- Assist with other sale preparation and coordination responsibilities as needed.
- For bull sales, collect, organize, and maintain fertility and trichomoniasis testing documentation and other required records.

Trailer Sales

- Coordinate advertising and promotional activities for trailer sales.
- Assist customers with stock and custom trailer orders.

Sale Support

- Work all San Saba sales, including regular weekly sales on Thursdays and approximately ten special sale days on Saturdays.
- Provide administrative and operational support for all sales as needed.

Qualifications:

- Basic knowledge of cattle and livestock sales terminology.
- Experience with WordPress, Vimeo, Constant Contact, Canva, SocialPilot, and Google Workspace.

What We Are Looking For:

- Organized, detail-oriented, and able to manage multiple projects and deadlines.
- Team-oriented with a customer-focused mindset.
- The ability to communicate professionally with customers, consignors, vendors, and coworkers.
- The ability to work independently while contributing in a collaborative work environment.

What We Offer:

- Casual work environment.
- Paid time off for sick time or vacation.
- Health insurance, dental insurance, and vision insurance.
- Retirement contributions.
- MASA (Medical Access & Service Advantage) emergency air and ground ambulance insurance.
- Free meals on sale days.
- Competitive salary.

Jordan Cattle Auction is an Equal Opportunity Employer.