



Position Plan: Marketing Assistant

Rekluse Vision:

We, a team of inspired people, create our future through innovation with integrity, passion and excellence.

We create solutions and opportunities to enrich the lives of our customers, Rekluse team, shareholders, partners and the communities in which we live.

Together, we are more than we could be alone.

Position Responsibilities and Objectives:

The objective of this position is to assist the team in moving projects forward and to participate in marketing activities to promote products. The person in this position will provide customer service and support to channels managed by the marketing department. In addition, this person will have responsibilities in event planning.

Education and Experience:

Bachelor's degree in marketing, communications, or related field or minimum of 2 years related work experience. A background in marketing is a must; experience in the powersports industry is strongly preferred.

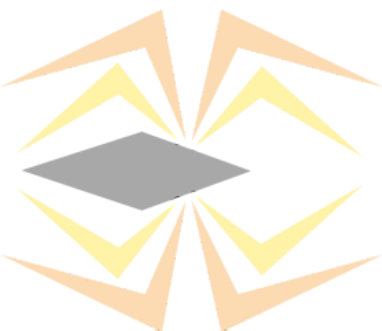
Skills:

- Ability to work well in a highly collaborative, fast paced environment
- Strong customer service mindset, enjoys the satisfaction of helping people everyday
- Excellent verbal and written communication skills
- Highly organized with high attention to detail and strong work ethic
- Comfortable working independently, taking initiative and being resourceful
- Skilled at juggling multiple projects at once, managing last minute requests and quick turnarounds with a positive attitude
- Takes pride and an active role in personal development
- Professional experience with Microsoft Office applications (proficient in Outlook and Excel)

Functional Outline:

Assists Marketing Department by working to achieve objectives in existing and new markets by performing the following duties:

- Planning, logistics and support for events including sponsored races, tradeshow, rallies, etc.
- Provide support to Marketing and Rider Support Program Managers with various administrative duties





- Assist with marketing projects including, but not limited to, promotions and product releases.
- Deliver excellent customer service by processing orders and coordinating shipments for various customer groups including supported riders, international distributors and OEM partners.
- Provide basic technical support, document performance trends/requests and communicate feedback.
- Work alongside the marketing team to help distribute content that educates and engages our audience and supports marketing goals
- Periodically compose and post online content on the company's website and social media
- Research, analyze, and recommend market opportunities within sales channels based on feedback.

Communication Interfaces:

This position reports to the Marketing Manager. This position requires significant interaction between all managers and team members.

Employment Details:

This is an hourly position; rate depends on experience. Hours are generally 8am to 5pm, Monday through Friday. Some travel and weekend work required.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit and stand. The employee is frequently required to walk; use hands and have finger dexterity; reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Personal Protective Equipment is required including but not limited to gloves, safety glasses and hearing protection.

We are an Equal Employment Opportunity Employer.

Contact:

Physical application can be filled out in person: 12000 W Franklin Rd Boise, ID 83709

Resume can be sent to: Amanda Mumford – Human Resource Manager,
amanda@rekluse.com

