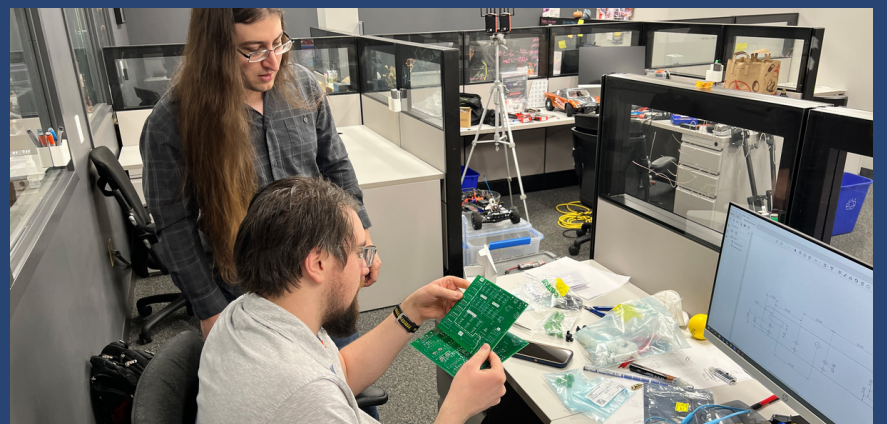




WE ARE HIRING:

COMMUNICATIONS COORDINATOR

We are looking for a Communications Coordinator to join our team. In this role, you will work directly with our CEO, crafting strategic communications messaging, marketing, and public relations efforts to promote Root3 Labs to customers and potential employees. In addition, you'll support our CEO in a variety of administrative tasks. If you enjoy creative, collaborative, and flexible office environment and seek variety, our quirky engineering R&D company might be the right fit for you.



Benefits package includes healthcare & dental, paid time off, 401(k) matching, profit sharing, short-term disability, and continuous training & development. This is an in-person position with flexible hours. Salary Range: \$50k - 60k/year.

Typical Responsibilities:

- Assist with crafting/implementation of Communication & PR strategies
- Prepare email newsletter and Digital Marketing content
- Update website content (Wordpress backend)
- Manage job postings & recruiting efforts
- Coordinate in-house tours and events
- Receive incoming calls
- Organize and manage office supplies

Qualifications:

- Proficiency with Microsoft Office
- Strong understanding of strategic communications
- Excellent written communication skills
- Friendly and outgoing interpersonal vibe
- Bachelor's degree
- 3+ years experience in a relevant role
- US Citizenship required (NISPOM)

APPLY NOW

Root3 Labs is an engineering R&D company specializing in the design, research, and development of electromechanical devices for medical device and defense industries. Our expert engineering staff helps device manufacturers and DoD Laboratories turn problems into prototypes and prototypes into finished products.

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