
Odyssey Relocation Job Description

Content and Marketing Specialist

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| Title & Classification: | Content & Marketing Specialist Full-time Employee |
| Job Opening: | March 2021 |
| Reporting To: | Vice President, Client Services |
| Work Location: | Orange County Headquarters 27271 Las Ramblas Suite 120 Mission Viejo, CA 92691 |

Position Overview:

Odyssey Relocation Management is seeking a Content and Marketing Specialist with a strong customer service bias for its Mission Viejo, CA office. This position is designed to provide the individual exposure to Odyssey Relocation and the Relocation Management industry.

This Content and Marketing Specialist will be under the direction of the Vice President of Client Services. The successful candidate will have significant experience in content design and management for current and prospective customers, technical design software utilization and self-direction. This position will provide the individual with opportunities to collaborate with multiple departments within the organization while contributing to Odyssey's success with a variety of projects and tasks supporting our growth.

This is an excellent opportunity for an entrepreneurial-minded professional to apply their knowledge, organizational skills, initiative, and general business communication expertise to support Odyssey's growth in a collaborative work environment. If interested in this position, please send your cover letter, and resume to: careers@odysseyrelo.com

Primary Position Functions:***Customer Content Creation Responsibilities***

- Design and develop client/prospect facing collateral in collaboration with Account Management Leaders & Odyssey SMEs.
 - PowerPoint business presentations
 - Publisher & InDesign Resources
 - Marketing & visual project design/management tools
 - Visio Process Mapping
- Copy writing, copy editing, and content creation.
- Creating and maintaining an editorial calendar and content library.
- Client documentation updates – ensure reports are up to date.
- Management creation of white papers, case studies, benchmarking results, client bulletins
- Create, maintain, and update client policy documents utilizing standard policy templates which includes proofread material to be published.
- Special client facing projects and coordination as they are identified and determined.

Sales and Marketing Responsibilities

- General modification and updates of sales PowerPoint and Resource documents.
- Maintain Odyssey's master PowerPoint deck.
- Modify and customize sales presentation material
- Marketing content support and management of Constant Contact and survey monkey tools

Experience Desired:

- 2– 4 years of experience in content creation, presentation material creation.
- Corporate Relocation industry experience preferred but not required.
- Outstanding customer service focus and attention to detail.
- Excellent verbal and written communication skills.
- Capability to multi-task and meet deadlines.
- Ability to manage expectations and priorities for internal and external customers
- Desire to work with multiple team members in a fast-paced environment.
- Advance experience with of PowerPoint, Excel, and Word.
- Experience with InDesign and Publisher.
- Working knowledge of Salesforce helpful but not required.
- Experience with marketing campaign management tools inclusive of Constant Contact.
- Understanding of design thinking principles.

About Odyssey:

Odyssey Relocation Management is a leading provider of domestic and international mobility solutions for clients who desire customized partnerships. With over 30 years-experience in quality-driven relocation management and a team of seasoned professionals, Odyssey has established a stand-alone reputation for delivering an elite level of service.

Within the complex environment of corporate relocation, Odyssey delivers a premier relocation Customer Experience by focusing our model on **People, Process, and Partnership** —all from a single point of contact.

This Odyssey Experience is what sets us apart from our competition and ensures that our clients receive 100% satisfaction.

Odyssey has built a loyal client base by creating customized programs that are efficient, effective and requirement specific. Clients benefit from the network of partner companies that Odyssey has built through years of professional experience. But most of all, clients appreciate the care and concern of Our People who add immeasurable value to the complicated process of relocating.