

Janome has a full-time opening at its Mahwah, NJ headquarters for a Education Assistant in the Education Department.

Janome America, Inc. is a distributor of household and computerized sewing machines; a subsidiary of Janome Sewing Machine Company, Tokyo, Japan, who are one of the world's largest manufacturers of home sewing machines and leaders and innovators in the home sewing industry. The mission of Janome is to "design and build sewing machines for the home market, and because of their superior ease of use, excellent quality and reliability, give their users the ability to make the most of their creativity." So if you are looking for a company who is as unique and dynamic as you are, this is the place for you!

Summary of Position:

The **Education Assistant (EA)** assists the Education Supervisor in implementing education strategies by developing various elements essential for growth of the company. The EA will focus on scheduling education events at dealer stores and national shows and keeping timely, accurate cost analysis records that correspond to each event. Other responsibilities may also include editing educational documents, coordinating educational content for the website, acting as a liaison between Dealers, DSMs, and Educational Coordinators.

Essential Job Functions:

- Assist in writing and editing sales and marketing/education materials, which include articles, presentations, and collateral
- Analyze trends, dealer's marketing/education needs & competitor offerings, and make recommendations to management
- Submit ideas to create a better work flow for educator scheduling and to implement upon approval
- Coordinate with Events department to provide and pack necessary materials related to classroom use at shows, including communication with quilt show instructors to make sure that the necessary machine accessories are provided.
- Maintain spreadsheet to oversee the shipping and receiving of sewing samples for events that require them.
- Receive and inventory projects used to support education events.
- Provide administrative aid for various projects related to marketing and education, which includes instructions for product use, webinar editing and administration, dealer program development and more
- Serve as liaison between sales staff, education staff, freelance talent, and various marketing/education services
- Assist in educational and promotional strategies and product development
- Manage education and dealer event budgets for Company's education programs
- Validate and fulfill requests for information and marketing/education, tracking e-mails and requests
- Create kits for education events

Qualifications and Requirements:

- Bachelor's Degree in Marketing, Communications, Public Relations or equivalent - combination of education and experience
- Strong writing skills
- Basic interest in sewing, quilting or any type of crafting.

Skills:

- Strong listening and communication skills, written and verbal, highly organized
- Superior proofreading and writing skills
- Possess skills in project management
- Excellent presentation skills
- Capable of writing content to be shared with outside world
- MAC (and PC) proficient - Word, Excel, PowerPoint
- Demonstrate ability to solve problems, analyze data and suggest appropriate solutions
- Ability to understand marketing/education and branding strategy and translate into ideas
- Experience in Event Planning
- Experience planning and implementing assessment efforts that inform data-driven decision making for programs
- Calendar management

Personal Characteristics:

- Ability to work individually on self driven projects as well as part of a team
- Intelligent, resourceful, savvy and willing to commit
- Well developed skills in organization, prioritization and time management
- Should have some product awareness and interest
- Comfortable in a small to mid-sized business environment
- Ability to manage multiple tasks in a fast paced environment
- Work well under stress to meet project deadlines and minute attention to detail

JOB OPENING: **EDUCATION ASSISTANT**

JANOME

Job Type: Full-time

Schedule: Monday to Friday

Regular Hours of Operation: 8:30 am to 5:00 pm

Education: Bachelor's (Preferred)

Experience - Marketing: 2 Years (Preferred)

Work Location: IN PERSON

Salary: \$45,000.00 - \$50,000.00 per year

Benefits:

401(k) • Health insurance / Dental insurance / Vision insurance • Paid time off

The company offers an excellent benefits package including health insurance (medical, dental, vision), paid vacation, sick/personal days, 12 paid holidays, 401(k) plan and profit sharing- EOE

Candidates responding to this posting must currently possess the eligibility to work in the US.

Applicants to this posting are encouraged to submit a cover letter with their resume highlighting relevant skills and experience.

To apply, please submit your resume by e-mail at: janomehr@janome-america.com

or by fax at 201-825-3612

or by mail:

Janome America, Inc.

Attn: HR Department

10 Industrial Avenue, Ste. 2

Mahwah, NJ 07430