Company Overview
From its manufacturing facility in San Marcos, Texas, Bautex Systems manufactures Bautex Block, an insulating concrete block that is comprised of a proprietary cement mixture and expanded polystyrene (EPS), and is used to build interior and exterior walls for commercial and residential buildings. The Bautex Block Wall System provides a unique mix of benefits, including energy efficiency, four-hour fire rating, FEMA-tested hurricane and tornado protection, sound reduction, recycled materials, and long-term durability – all from a single integrated assembly and at a competitive cost of construction. Bautex Systems is a fast-growing, high-energy business that is poised to expand throughout the Southwest. For more information on the company, visit www.bautexsystems.com

Objective
Support marketing team in planning, designing, writing and producing marketing materials, technical product bulletins, project case studies, eNewsletters, social media, and other marketing communications assets. Provide research on competition and market pricing trends. Contribute to planning and production of technical and marketing video series.

Activities
Assist with the following:
• Editing and maintaining marketing documentation catalog
• Developing and writing of customer case studies
• Developing and writing social media posts
• Scripting and producing technical and marketing video series
• Conducting primary and secondary marketing and competitive research
• Managing and maintaining editorial calendars for multiple publications
• Planning and coordination of marketing and sales events

Competencies
• Excellent written communication skills with ability to develop marketing communications from concept to final
• Advanced knowledge of Microsoft Office® software suite
• Working knowledge of page layout and design software, particularly Adobe® Creative Suite®
• Consummate attention to detail
• Commitment and discipline to complete projects efficiently and accurately
• Adaptability and willingness to learn new skills and information in various areas of the business

Reports To
President
jobs@bautexsystems.com

Compensation
$15 per hour minimum, commensurate with experience

Location
Off-campus at Bautex offices in San Marcos, TX

Dates
Starts January 4, 2016
16-20 hours per week

November 2015