



As one of the largest and most successful privately held manufacturers' representatives of Plumbing, Piping, HVAC, and Refrigeration products, we believe we have a pretty good thing going on at Sunbelt Marketing. With 11 locations across the United States, 49 years in business, and more than 30,000 products, Sunbelt continues to rapidly grow and thrive in the marketplace.

We're seeking a creative, detail-oriented **Marketing and Design Associate** with strong Adobe Illustrator skills and WordPress experience. This multifaceted role supports cross-department collaboration, visually communicates our products in the plumbing and wholesale distribution markets, and assists with item master data coordination and third-party requests.

#### **Key Responsibilities**

- Design high-quality graphics, layouts, and branded materials using Adobe Creative Suite.
- Create digital assets for websites, email campaigns, catalogs, flyers, spec sheets, and social media.
- Build and maintain WordPress webpages with a focus on usability and brand consistency.
- Develop product-focused marketing materials aligned with the plumbing wholesale distribution channel.
- Learn plumbing products and terminology to ensure accurate visual communication.
- Collaborate with marketing, sales, product management, and operations teams on launches and promotions.
- Support item master data requests by coordinating product images, descriptions, and specifications for third-party platforms, customers, and internal systems.
- Ensure consistency and accuracy of product information across all channels.
- Manage multiple projects while meeting deadlines and brand standards.
- Provide creative and administrative support across departments and contribute ideas to improve workflows and visibility.

#### **Qualifications**

- Expert-level knowledge in Adobe Illustrator; proficient with Photoshop, InDesign, and related tools.
- Experience designing and maintaining WordPress websites.
- Familiarity with, or ability to quickly learn, plumbing products, terminology, and industry practices.
- Understanding of wholesale distribution and distributor-focused marketing.
- Experience with item master data, product listings, or third-party content requirements.
- Highly organized, detail-oriented, and accurate with data.
- Strong communicator able to work effectively with teams and external partners.
- Self-motivated, collaborative, and able to manage multiple priorities in a fast-paced environment.

#### **Preferred Skills**

- Experience working with PIM systems, ERP systems, or customer portals.
- Basic knowledge of HTML/CSS.
- Experience in B2B marketing or industrial/manufacturing environments.
- Understanding of print production and vendor coordination.

#### **Why Join Us?**

- 5 Core Values – *RESPECT, INTEGRITY, GENEROSITY, HUMILITY, HONESTY* – guide everything we do!
- Employee-Owned Company (ESOP) with comprehensive Benefits Package
- Supportive and Inclusive Family-Oriented Culture
- Community Involvement Initiatives, aka “Sunshine Days.”