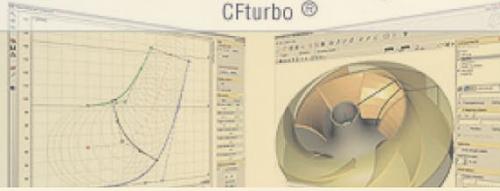




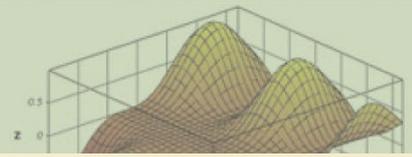
Simulation
CAE/CFD - Consulting



Turbomachinery
CFturbo®



Engineering Software
Customizing and Development



We are dedicated to Turbomachinery design, engineering services, product development and prototyping for rotating machinery, fluid flow and heat transfer. **CFturbo, Inc.** located at NEWLAB in Brooklyn, NY is a subsidiary of the German CFturbo GmbH, established in 2008. The group is supported by a global network of distributors. In **Brooklyn, NY** we will hire a new team in an outstanding creative environment.

To begin with we seek a full-time executive office manager with strong contributions to sales and marketing activities of our company for the American markets. The position requires a professional who comfortably fills multiple roles. The successful candidate will have experience in handling a wide range of administrative and executive related tasks.

Executive Office Manager

General Management, Sales and Marketing

Job Description

- Develop organizational procedures and systems including filing, billing, accounts payable and scheduling
- Order supplies and equipment as needed
- Support direct sales processes for software, engineering services and prototyping
- Prepare marketing for trade shows, national and international exhibitions and conferences
- Assist business development for North America
- Organize online marketing and social media campaigns
- Coordinate activities with our German parent company and distributors around the world
- Office location: Brooklyn, NY
- Job type: full-time

Qualification

- B.A., B.S. or higher from a four-year college or university
- Excellent written and verbal communication skills in English language
- Spanish and/or German language would be advantageous but is not mandatory
- Proficiency in Microsoft Office suite
- Advanced computer and social media skills
- Experience in marketing platforms, CRM-Solutions and E-mail marketing
- Structured, well-organized, self-driven, and results-oriented approach to work
- General interest in creative, technical and scientific topics
- US citizenship or US work permit required

Please send your application documents including your personal availability and salary expectation to Mr. Ralph Peter Mueller, President CFturbo, Inc. jobs@cfturbo.de, Phone +1 (929) 351 2009