



Your Committed Partner in Excellence!

Position: Full-Time Marketing Administrator
Company: Chrane Foodservice Solutions, LLC
9155 Sterling St, Suite 140, Irving, TX
Position Reports to: Chris East
Start Date: As soon as available

Reason for the Marketing Administrator Position:

Currently Chrane has a need for a Marketing Administrator to assist with both the Marketing Department, as well as the overall growth of Chrane, as described in the job functions noted in the text below. With Chrane's continued growth, reinvestments, and desire to provide the best Marketing experience and results in the industry, we are hiring the next Chraniac to office in our DFW location.

What You Can Expect from Chrane:

As an integral member of the Chrane team, you can expect from your company:

- Competitive salary, plus annual bonus based on individual and company performance
- Business related expenses paid (travel, supplies, meals, technology, auto compensation, customer entertainment, etc.)
- 401(k) retirement program with matching company contributions
- Medical insurance
- Paid Time Off Policy: 16 working days per year. After 5 years of employment, PTO increases to 21 working days per year. PTO is available after 30 days of employment
- Clearly defined expectations and corresponding coaching from Chrane's ownership team
- Support from a talented group of Customer Success, Culinary, Outside Sales and Accounting Reps
- Extensive onboarding and ongoing mentoring from Leadership Team and peers
- Human resources and accounting support to ensure your benefits, salary, and accounting needs are met
- Continued opportunities for additional growth and responsibilities, based on a track record of proven successes

What Chrane Will Expect from You (Includes, but not limited to):

- Embody Chrane's Core Values:
 - Relationships Built on a Foundation of Trust & Integrity
 - Passionately Driven
 - Collaborative & Solutions Oriented
 - Fun, Authentic & Tribal
 - Sensei & Grasshopper

CHRANE FOODSERVICE SOLUTIONS, LLC.

9155 STERLING STREET, SUITE 140 IRVING, TX 75063
4100 N SAM HOUSTON PKWY. WEST, SUITE 220 HOUSTON, TX 77086

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- Primary Job Functions:
 - Budget and Marketing Accounting Management, including external Companies' Billings
 - Budget & Track annual Manufacturer Marketing Spend
 - Invoice Manufacturers per Marketing Activity or Event, with relevant Invoice Documentation
 - Reconcile with Accounting & Sales Management manufacturer provided equipment in lieu of marketing dollars
 - Reconcile Marketing Budget vs. Spend with Accounting Department Monthly
 - Weekly, Monthly & Quarterly KPI Tracking & Reporting:
 - Social Media
 - E-Blasts
 - Lead Generation
 - Marketing EOS V/TO Audit & Management, including Management of Ninety I/O Software
 - Marketing Bible Audit & Management
 - Limited Administrative Assistance to Chris East on non-sensitive items
 - Hold Director of Marketing Accountable for Critical Marketing Related Dates & Timelines
- Secondary Job Functions:
 - All Chrane Marketing Calendar Management
 - SWAG Idea Generation and Design Execution
 - Strict SWAG Inventory, Distribution and Budget Management
 - Key Dealer Quarterly Review Presentation Generation & Relevant Data Content Capture
 - Market Research for each POD:
 - General Market:
 - Banquet / Conference Hotels
 - Acute Care Healthcare
 - Senior Living
 - Multi-Unit:
 - Emerging Brands
 - Top National Accounts
 - C-Store Growth
 - Grocery Growth
 - Non-Commercial:
 - K-12 Bond Elections
 - Top College & University:
 - Campus Dining & Banqueting
 - Housing Dining
 - Stadium Foodservice
 - Companywide or Industrywide Event Management

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- Events:
 - Chrane Quarterly & Annual Sales Meetings
 - Chrane Leadership Retreats
 - NAFEM
 - NRA
 - Christmas Gifts
- Function:
 - Travel
 - Lodging
 - Facility Rental
 - Entertainment
 - Ground Transportation
 - Food & Beverage
- MAFSI Compliance
 - Ensure Membership dues paid annually
 - Ensure Chrane Staff and Manufacturers are updated as needed
- Document all Website and Trademark Compliance
 - Ensure Chrane branded website domains are paid as needed
 - Ensure all Chrane family of brands trademarks are current and paid as needed
- Document & Maintain all Marketing Technology Subscriptions in tandem with Business Technology Manager
- Marketing Team Onboarding & Offboarding Ownership
- Update Chrane Rosters and Organizational Charts
- Perform other duties as assigned
- Have fun being a Chraniac! This is foodservice & hospitality after all.

In addition to the defined marketing support responsibilities, you will take an active role in and demonstrate proactive participation and teamwork associated with Chrane's overall growth in Texas and Oklahoma. We ask you to also provide critical and instrumental input in both the day-to-day and long-term direction and performance of Chrane.

Requirements & Qualifications:

- 2-4 years of experience in marketing administration, ideally with marketing budget management and event coordination experience
- Proficient in Microsoft Office
- Experience in Salesforce is a plus
- Experience in Adobe Creative Suite, more specifically Adobe Illustrator, Premiere Pro, InDesign, and Photoshop, a plus Adobe Creative Suite, more specifically Adobe Illustrator, Premiere Pro, InDesign, and Photoshop is a plus
- Solutions-oriented thinker with the ability to think visually as well as verbally
- Excellent written and oral communication skills

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- Strong organizational skills with the ability to multi-task, set measurable objectives, and manage timelines
- Willingness to do what needs to be done and get your hands dirty. We all pitch in to clean the office, test kitchen, and storage room at times
- Will professionally and socially engage with customers and industry peers
- Possess the ability to not only embody the company brand, culture, and core values, but passionately market them as well in true Chraniac fashion
- Pass all background tests
- The Marketing Administrator must live in the DFW area and be able to commute to work in the Chrane Irving office daily. This is not a remote position.

Travel Expectations:

- Travel will be required approximately 10% of the time:
 - Visits to the Chrane Houston Office
 - Attending industry conference
 - Attending departmental related continuing education conferences
 - Visiting customers and customer installations for content and getting out in the field for market research, throughout Texas & Oklahoma
 - Chrane Quarterly & Annual sales meetings
 - Marketing Department Annual Retreat
 - Manufacturer trainings
- The initial 90-day onboarding and training process will be based out of Chrane's DFW office but will require travel to Chrane's Houston office. The first 90 days of employment will involve heavier travel than normal so be prepared mentally and physically for this demand.

What to Expect from the Interview Process:

- Initial Application Process as defined below (Pre-Interview)
- Initial Phone Call Interview with Chris East (Phase 1)
- Background Check
- In-Person Interview with Chris East in DFW
- Team Interaction and Activity Component - are you culturally the right fit for Chrane? Is Chrane culturally the right fit for you? DFW or Houston area (Phase 2)
- Chrane will cover all travel costs associated with the interview process. Applicants must "pass" each Phase prior to being invited to the next Phase.

Applicants, please send the following information to Janie Evans-Troje at jetroje@chranefs.com:

- Resume
- Cover Letter OR Video introducing who you are, your experience, and why Chrane...
- Three professional references
- Complete the employment application found online at: www.chranefs.com

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- Incomplete information sent to Janie Evans-Troje will result in applicants not being considered for employment.

Chrane Foodservice Solutions, LLC is a privately held, equal opportunity employer. Our Core Values provide the foundation from which we cherish all talents, skills and ideals that portray and make the communities we live and work in better.

For more information about Chrane Foodservice Solutions, LLC please contact Janie Evans-Troje (JETroje@chranefs.com) or visit www.chranefs.com.

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