



Your Committed Partner in Excellence!

Position: Full-Time Marketing Coordinator: Non-Commercial POD
Company: Chrane Foodservice Solutions, LLC
4100 N. Sam Houston Pkwy West, Suite 220, Houston, TX
Position Reports to: Chris East
Start Date: As soon as available

Reason for the Marketing Coordinator: Non-Commercial POD Position:

Currently Chrane has a need for a Non-Commercial POD Marketing Coordinator 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 Chranian to office in our Houston 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
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What Chrane Will Expect from You (Includes, but not limited to):

- Primary Job Functions:
 - Execute on Non-Commercial POD Marketing Functions as defined by the POD EOS V/TO, including but not limited to:
 - Plan, budget, execute, and market all Non-Commercial POD hosted Events, or key attended tradeshow & events
 - Non-Commercial POD Relevant Content capture (photos, video, testimonials) with Chrane Culinary, Chrane Staff, Customers or Manufacturers
 - Create VERTCA marketing content for Market Research defined Non-Commercial POD key targets
 - POD EOS V/TO Management
 - Manage all Mod-U-Serve Marketing Functions:
 - Social Media
 - Monthly E-Blasts
 - Website Audit & Management
 - Installation Documentation & Testimonial Capture
 - Look Book Creation
 - Manage all CJR Marketing Functions:
 - Social Media
 - Website Audit & Management
 - Installation Documentation & Testimonial Capture
 - Additional Marketing Collateral as Needed
- Secondary Job Functions:
 - Weekly Chrane Internal Newsletter Generation and Execution
 - Monthly Chrane Manufacturer Newsletter Generation & Execution
 - Generation of Chrane Internal and Chrane Manufacturer Town Hall Presentations
 - Generation of Chrane Manufacturer Marketing Business Review Presentations, by Manufacturer Brand
 - SWAG Idea Generation and Design Execution
- 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:

- Degree in Marketing, Communications, Graphic Design, or Liberal Arts:

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- Or, 1 – 2 years of experience in the marketing field
- Or, knowledge of the principles of marketing and willingness for continued education (reading, podcasts, online learning/training)
- 1 – 2 years of professional or exemplary amateur experience in graphic design, photography, videography, photo editing, & video editing
- Proficient in Adobe Creative Suite, more specifically Adobe Illustrator, Premiere Pro, InDesign, and Photoshop
- Proficient in Microsoft Office
- Experience in Salesforce is a plus
- Solutions-oriented thinker with the ability to think visually as well as verbally
- Excellent written and oral communication skills
- 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 Chranian fashion
- Pass all background tests
- The Marketing Coordinator: Non-Commercial POD must live in the metro Houston-area and be able to commute to work in the Chrane Houston office daily. This is not a remote position.

Travel Expectations:

- Travel will be required 25% of the time:
 - Visits to the Chrane DFW 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 Houston office but will require extensive travel to Chrane's DFW 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

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- 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...
- Portfolio/Website (recommended): have a photography side hustle? Love to edit videos of your travel experiences? Have a food Instagram? We'd love to see any of your skills demonstrated through your hobbies as well.
- Three professional references
- Complete the employment application found online at: www.chranefs.com
- 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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