



Bachmann Industries, Inc.

1400 East Erie Ave, Philadelphia, Pa 19124. Phone: 215.533.1600 Fax: 215.744.4699

Open Position for Communications Manager

Company: Bachmann Industries, Inc.

Location: 1400 East Erie Avenue
Philadelphia, Pa 19124
215-533-1600 ext. 210

We are a small company seeking a permanent, full time Communications Manager. We provide a stable work environment with excellent benefits. Benefits include: fully paid medical, life, accident, and disability insurance for applicant; partially paid dental insurance; 401K Profit Share Plan; and paid vacation time.

Responsibilities:

- Management of Facebook, Twitter, and Instagram social media accounts
- Creation and distribution of print and electronic advertising materials, press releases, newsletters, and information to trade publications and the media
- Writing and proofing copy for the annual product catalog
- Work closely with graphics personnel to create, update, and proofread product packaging
- Maintenance of the Bachmann online product catalog
- Answering consumer questions and complaints via the sales email account

Requirements:

- Excellent writing and proofreading skills a MUST
- Highly self-motivated with communication, time-management, and organizational skills and the ability to work independently as well as in a team environment
- Experience with model trains or the hobby industry is a plus
- Some travel may be required to staff company booth at train shows, including weekend scheduling
- Flexibility to take on additional duties as needed
- Familiarity with InDesign helpful
- Bachelor's degree required
- Entry-level position

Please send your resume and cover letter to stoltzfush@bachmantrains.com