



Procede Software is seeking local candidates to join our team as a **Product Marketing & Strategy Coordinator**. The ideal candidate will be an exceptional communicator, a results-oriented problem solver, possess strong troubleshooting skills and a perpetual desire to learn, be adaptable in a fast-paced environment, eager to work in a team setting, self-motivated and able to work independently with minimal supervision.

Procede Software is the leading provider of Windows™ and browser-based software to heavy truck, trailer, bus and equipment dealerships in North America. Our expertise defining, developing and delivering complete, end-to-end solutions for dealerships is unique in the industry.

Located in Sorrento Valley, Procede Software has a fun, relaxed and positive work environment. Procede Software is an Equal Opportunity Employer. Only local candidates need apply.

Type: Salaried/Full Time

Compensation: Competitive DOE

Job Description: The Product Marketing & Strategy Coordinator will be a key member of our Product Marketing (PMK) & Strategy department. The Coordinator will work with partners and OEMs in support of all partnerships, OEM relationships and related business development activities. The Coordinator will also work with all internal stakeholders on related activities, and must be prepared to take full responsibility for the success of all assigned projects and activities.

Responsibilities:

- Manage daily details of partner and OEM relationships, including relationship status updates, meeting coordination, and related tasks
- Tracking partner and OEM revenues, contract dates and deliverables to ensure on-time payment, project delivery and regular communications
- Management of NDA, RFP, contract and addendum processes as needed
- Developing and maintaining product and partnership collateral, including online information, data sheets and more
- Assists with the planning of partner activities at tradeshow and events
- Researches market and industry to understand competition, product environment and related market trends
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and/or participation in professional organizations
- Develops an understanding of organization's major initiatives, programs, services, events and products and participate in company training sessions
- Performs other administrative and support duties related to the daily operations of the department

Qualifications:

- 2+ years of experience as a coordinator or similar role
- 2+ years of experience in software, SaaS or technical services industry or related
- Excellent written, verbal and technical communication skills
- Fast learner, with ability to work with technical and non-technical stakeholders
- Exceptional project / task manager with attention to details
- Team player with strong interpersonal collaboration skills
- Experience with financial or back-office applications a plus
- Experience with Microsoft Office required, including Word & Excel
- Ability to communicate clearly, concisely and accurately, while demonstrating initiative, patience, and courtesy
- Flexible, well organized, and able to prioritize work and numerous tasks
- Self-motivation and drive are vital to succeed
- Ability to maintain strict confidentiality

Education:

- Bachelor's required, preferably in marketing or related fields

 Submit your Resume