

Order Number:

NY1552157

Date Job Order Received:

12/17/2025

Number of Openings:

1

Company Name:

Mativ

Job Title:

Sample Room Coordinator

Minimum Experience Required:

6 Months

Job Description:

Position Title: SAMPLE Room Coordinator location: Lowville, NY Mativ is looking for an energetic, self-driven individual to run the Sample Room. This person will help drive new business acquisition and brand loyalty through sampling and marketing initiatives. The Sample Coordinator will be located at our Lowville, New York site. responsibilities: Inventory Management and Control Maintaining 1400+ SKUs Reordering/replenishment Stocking shelves Warehousing Inventory Report (daily, monthly, and quarterly sample activity Processing outbound customer orders Pulling items Cutting down items as required (paper cutter) Packaging Items for shipment Shipping - Domestic & International Tracking/Tracing shipment (as needed) Maintaining Daily shipping report Knowledge of FedEx, UPS Systems & Others End of day closing procedures Communication with shipping Dept on outbound SR shipments Receiving Communication with Shipping dept for inbound SR deliveries Receiving and tracking inbound deliveries Product Knowledge required for: Incoming quality inspection Report to the Quality/Technical Manager and document any non-conformance products Sample Tool Production: Cut down, label, collate and bind sample tool in accordance with Neenah Marketing standards Promotional Folders Made in House Promotional Books Made in House Marketing Support Assist and support product launch campaigns, tradeshows, sample card production Produce custom presentations for Sales and Marketing Trademark Registration maintenance assistance Cataloging and Maintaining Finished Samples (this includes BV/LV displays) Proto Lab coverage and support as needed. Ex: to cover high volume times, 2+ person jobs, vacations and sick time. Sample activity reports Purchasing Supplies Structure program creating new stock numbers for supplies Entering requisitions Managing costs qualifications: High school or equivalent, college preferred, or related experience. Demonstrated competence with a variety of computer software programs including Word, Excel, Outlook, and Oracle. Demonstrated ability working with PowerPoint.

Job Location:

Lowville, New York 13367

Pay:

\$41900.00 - \$45000.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension, Life Insurance

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not Specified

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: https://careers.mativ.com/job/Coordinator-Marketing/1130-en_US