



Event Coordinator Assistant & Remarketing/Marketing Support

Location: Brea, CA

Job Type: Full-Time

Reports To: Business Development Manager

Company Overview: Corporate eWaste Solutions is a leader in the electronic recycling and IT Asset Disposition (ITAD) industry, helping businesses meet their environmental sustainability goals. We pride ourselves on fostering a collaborative environment where initiative, learning, and personal growth are encouraged and supported.

We're currently seeking a detail-oriented and enthusiastic Event Coordinator Assistant/Remarketing Support to join our team. This role is perfect for someone who enjoys planning, thrives in dynamic environments, and is ready to take ownership of on-the-ground logistics for events.

Key Responsibilities:

- Cold call companies and cities to schedule e-waste collection events
- Assist in planning and coordinating all aspects of event logistics
- Design, produce, and manage event banners and signage
- Travel to event locations during the week to set up banners and return the following Monday to take them down
- Recycle and repurpose event materials where applicable
- Attend events to provide on-site support and resolve any issues in real-time
- Anticipate and troubleshoot potential issues that may impact event success
- Run errands and procure supplies as needed
- Collaborate with internal teams to ensure smooth event execution
- Provide administrative support to the Business Development Manager, including data entry and researching new opportunities
- Assist marketing and remarketing and other departments as needed to support overall company operations

Requirements:

- Must be available to work weekends (mostly Saturdays); this is a required and non-flexible part of the role
- Valid driver's license and clean driving record (will be driving a company vehicle)
- Strong reliability and consistent attendance
- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Must be comfortable working independently and as part of a team
- Experience with social media marketing (a plus)
- Ability to drive a 26' box tail truck (preferred)

To Apply:

Please submit your resume and a brief cover letter explaining why you're a good fit for this role to jobs@cews.com.

Corporate eWaste Solutions (CEWS)

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