
Marketing & Sales Coordinator

Commercial Operations

Reports to	Chief Commercialization Officer
Location	Oahu, Hawai'i preferred
Schedule	Part-time to start, with an anticipated move to full-time around January 2027
Employment type	Begins as a part-time independent contractor (1099) engagement, giving you and Electrome time to get to know each other and confirm a strong mutual fit, then moves to a full-time W-2 position with the January 2027 transition
Compensation	Competitive, based on experience

ABOUT ELECTROME

Electrome Corporation is a bioelectric medicine company that aims to lead the field in drug-free, programmable bioelectric therapies. We are building from an FDA-cleared commercial base in pain: ActiPatch®, a wearable pulsed shortwave therapy (PSWT) device cleared (K192234) for over-the-counter adjunctive treatment of musculoskeletal pain, and RecoveryRx®, a clinician-directed device for postoperative pain and edema (K190251).

Behind our products is MATRIX Discovery, our AI-native R&D platform, which helps our scientists rank candidate bioelectric signals and design controlled experiments, with people reviewing every step. Early work includes a lab study we published in *Frontiers in Medicine* in August 2026 (doi.org/10.3389/fmed.2026.1886935) showing that a low-frequency electromagnetic field suppressed the motility of the bacterium that causes Lyme disease, a preclinical first step in our research pipeline.

THE ROLE

You will work closely with our Chief Commercialization Officer (CCO) as a trusted extension of the commercial leadership team. This is an execution and commercial operations role. You will keep today's work moving while helping build the systems behind our growth across e-commerce and direct-to-consumer, distribution and retail, healthcare, government and institutional, and strategic partnership channels. You will work inside our in-house, AI-native commercial platform, including the ActiPatch® storefront, electrome.com and our partner portals. You may also use GrowthOS, the AI-native sales and marketing platform we are building in house, which combines content generation, outreach and closed-loop learning, using reinforcement learning to improve results over time.

WHAT YOU WILL DO

Commercial operations and reporting

- Turn CCO priorities into organized action, coordinating meetings, communications, deadlines and follow-ups.
- Build a weekly and monthly reporting rhythm that tracks sales, units, revenue, conversion, inventory and other KPIs by channel.
- Flag trends, gaps and issues that need CCO attention, without adding bureaucracy.

Website and marketplaces

- Coordinate priorities, content, testing and issues for the ActiPatch® website, our main direct-to-consumer channel, with the CCO and our AI-based development team.
- Support the agency that runs Amazon and Walmart.com by tracking listings, content, promotions, deliverables and performance. The agency provides the marketplace expertise.

Agency coordination

- Serve as the working link between the CCO and our marketing agency: gather materials, track projects and commitments, and move approved work into execution.

Fulfillment, distributors and customers

- Stay in weekly contact with our fulfillment partner on inventory, orders and shipping, and resolve issues before they reach customers.

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- Keep account information organized and follow through on requests and commitments from distributors and customers.

AI-enabled operations

- Use large language models (LLMs) such as ChatGPT, Claude or Gemini every day to draft emails, updates and reports, summarize meetings and documents, and research customers, competitors and channels.
- Use AI to analyze sales and channel data, prepare first drafts of weekly and monthly reports, and surface trends worth a closer look.
- Generate first drafts of marketing content, such as product copy, listing content, social posts, images and short videos, for review and approval before use.
- Work in our platform every day to follow orders, fulfillment and partner activity and, as GrowthOS comes online, use it to generate content, run outreach and feed results back into its learning loop.
- Turn commercial needs into clear requirements and prompts for our AI-based development team, and help test changes to the actipatch.com pages and shop, electrome.com and our portals.
- As channel managers join, keep priorities, information and reporting connected so the organization works as one commercial system.

WHO YOU ARE

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- Trustworthy, discreet and dependable. You do what you say you will do and close loops.
 - Collaborative and resourceful, and a systems thinker who moves easily between details and the bigger picture.

QUALIFICATIONS**Required**

- Experience in a startup or similarly fast-moving environment
- Meaningful e-commerce or direct-to-consumer experience
- Strong organization, follow-through, and written and verbal communication
- Strong technology skills and hands-on, everyday use of LLMs such as ChatGPT, Claude or Gemini for writing, research and analysis (expert level not required)
- Good judgment in checking AI output for accuracy, especially product and medical claims
- Ability to manage multiple priorities independently as plans evolve

Strongly preferred

- Medical device, healthcare, pharmacy or regulated consumer products experience
- Consumer packaged goods (CPG), Amazon or Walmart.com experience, and work with external agencies
- Experience using AI to generate marketing content such as copy, images or short videos
- Experience with CRM, project management or KPI reporting tools

WHAT SUCCESS LOOKS LIKE

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- The CCO has clear visibility into priorities, commitments, issues and next steps.
 - Weekly and monthly channel reporting is timely, accurate and useful for decisions.
 - Agencies, partners and internal teams stay aligned, and details do not fall through the cracks.

WHY JOIN ELECTROME

We believe bioelectric medicine will change how people treat pain and heal, and we intend to lead the way. Joining now means helping build that from the early days: you will work directly with our founders and CCO and see your work turn into real orders and real relief for people in pain, with room to grow as we do.

HOW TO APPLY

Send your resume and a short note on why this role fits you to Danny Rubenstein, Chief Commercialization Officer, at danny@electrome.com.

Electrome Corporation is an equal opportunity employer.