



<https://giannanicolemedia.com/jobpostings/marketing-assistant/>

Marketing Assistant

Description

Marketing Assistant Position Summary: The Marketing Assistant is responsible for providing support for the marketing department through a variety of channels: print, digital, web, video and others as assigned. The Marketing Assistant will report to the Chief Operating Officer and will assist with the development and design of funnel campaigns, website design, magazines, graphics, logos, collateral event materials and a variety of other creative tasks as assigned. The Marketing Assistant will also be assigned various website updates utilizing WordPress, and Click Funnels.

Responsibilities

Responsibilities and Duties

The Marketing Assistant's primary duties include but are not limited to:

- Create Funnel Campaigns for clients
- Prepare images to coincide with social and blog posts.
- Assist with website and blog updates via WordPress, and Click Funnels.
- Assist with collateral updates and version control creation of various logos for products.
- Design layouts and content for various magazines using Adobe InDesign.
- Creation and updates to various sales collateral.
- Assist with video production (shooting, editing, etc)

Qualifications

Qualifications and Skills

Job Requirements:

- Excellent computer knowledge for MAC & PC based systems.
- Must be proficient in basic design programs including Adobe Creative Suite and knowledge of video editing software.
- Writing and proofing skills are also required.
- Excellent communication skills (written and verbal) and administrative skills.
- Ability to work independently and complete assigned tasks within identified time frames.
- Organized, dependable and detail oriented.
- Team player, quick learner, and high sense of urgency.
- Able to work well under pressure.

Job Benefits

Benefits

After a 90 day trial period, you will be considered for full time employment.

Job Types: Full-time, Part-time

Hiring organization

Gianna Nicole Media

Employment Type

Part Time

Beginning of employment

April 1st, 2019

Industry

Marketing/Advertising

Job Location

37555 Hum Rd. Suite 207, 85377,
Cave Creek, Arizona, United
States

Working Hours

20-30 hours per week

Base Salary

\$ 12 - \$ 15

Date posted

February 26, 2019

Salary: \$12.00 to \$15.00 /hour

Job Types: Full-time, Part-time, Internship

Salary: \$12.00 to \$15.00 /hour