

2/25/17



M | MARKETING

Start Date: March 1, 2017
Pay: \$12/hour
Part-time (20 hours per week)

Marketing Assistant
Contract Position

Overview:

This is an entry-level position for a motivated individual with an excellent work ethic, proactive abilities and creative thinking skills. You would be assisting the Marketing team with administrative duties, client management and marketing and advertising initiatives for a variety of clients and M Marketing.

Job Requirements:

- Associates or Bachelors degree
- Familiarity with the Marketing and Advertising world
- Organizational skills, time management and high attention to detail is a must
- Research skills, self-starting and goal-oriented attitude
- Ability to call and set appointments
- Experience with QuickBooks and data entry
- Research and analyze online advertising techniques, experience with Google AdWords, Google Analytics, Facebook Analytics a plus
- Interpersonal skills necessary for client management and interaction
- Social media management and strategy experience
- Learn basic website content management, experience with Wordpress, HTML, and/or javascript a plus
- Willingness to do research for blogs and client development
- Be highly efficient Online and in Microsoft Word, Microsoft Excel and Microsoft PowerPoint
- Must have a cell phone, computer and reliable transportation

Details:

This is a part-time position, beginning at 20 hours/week and will transition into a full time position after a 90-day probationary period. Compensation is \$12/hour, and will include reimbursement of some expenses. You will be working closely with M Marketing's president and other team members, who are team oriented, fun seekers and highly passionate about the clients they work with. This position is partially virtual and will require duties such as running errands and making frequent client stops/visits. Please send a resume and references to melissa@mmarketing.guru. pt & mileage logging, invoice auditing