

Marketing Assistant

Marketing · Stockton, California

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Job purpose

We are looking for Marketing Assistant to support the Marketing department of our company in its primary and administrative duties. This work will be a critical factor for the growth and development of the Marketing department, as well as for the long-term growth of the company.

What You'll Do

- Work directly with and report to the Marketing Manager on marketing strategies and initiatives
- Provide administrative support to Marketing Manager including general office duties
- Maintain marketing databases
- Assist in the creation of graphics for marketing materials including social media, advertisements, website content to communicate brand value as effectively as possible
- Assist in writing copy for website, social media, email marketing, press release and blog posts.
- Research and collect data from our analytics sources to improve effectiveness of our marketing efforts
- Assist with marketing event logistics including internal and external events.
- Processes invoices and monthly expense reports
- Support any other special projects the Marketing Manager needs assistance with.

What You'll Bring

- Bachelor's degree in marketing, business, communication, or graphic design preferred, AA, or experience in lieu of degree will be considered.
- 2+ years of full-time experience in a marketing role
- Proficient with Microsoft Office Suite or related software.
- Strong experience with Canva and Constant Contact
- Wordpress experience preferred but not required
- Self-starter with the ability to accomplish expected tasks under minimal supervision
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- High level of attention to detail and hardworking
- Ability to work within a team and independently
- Self-motivated and high energy
- Ability to multitask, prioritize tasks and be highly organized at the same time
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

- Ability to work accurately and quickly in a fast pace, high-stress environment
- Ability to act with integrity, professionalism, and confidentiality.
- Working knowledge of all major social media platforms and emerging technology.
- Passion for social media, content writing and creativity
- Strong editing and proofreading skills

Working conditions

Duties are normally performed in an office setting. The noise level in the work environment is typical of most office environments which is usually moderate. Regular onsite attendance is required in this role and overtime or adjustments to regular work schedule may be required as business needs dictate.

Physical requirements

Must have the ability to sit and stand; ability to sit for prolonged periods and efficiently operate computer, calculator, copier; see and read printed material with or without vision aids; vision should be adequate to work with a computer screen with 10- point type; speak in audible tones so that others may understand clearly; physical ability to lift and carry up to 25 pounds; ability to bend, walk and to reach overhead.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.