

Marketing and General Administrative Assistant Job Description

Responsibilities:

- Help coordinate marketing projects (print, web and conventions) under the supervision of Director of Marketing
- Communicate and maintain relationships with suppliers
- Oversee and keep marketing material inventory full and up-to-date with approval from Director of Marketing
- Book convention participation including registration, travel, shipping, and coordination with existing employees
- Assist with daily administrative tasks to other office staff
- Copying, scanning, emailing, and faxing as requested
- Research and book appropriate travel options for office staff as requested
- Collect and appropriately distribute mail to staff mailboxes
- Perform research on desired material as directed by office staff
- Make telephone calls, send emails, and write letters on behalf of staff members
- Maintain organized and up-to-date files as requested
- Assist in necessary projects

Requirements:

- Minimum of Associates degree in Marketing, Business, or other related field.
- Strong Organizational and Project Management Skills
- Microsoft Word and Outlook Proficient
- Familiar with Basic Microsoft Excel and PowerPoint Operations
- Must be extremely detail oriented
- Ability to multi-task and determine priorities while working efficiently with minimal supervision
- Ability to operate office equipment such as computers, printers, copier/scanners, telephones, fax machines, and postage machines
- Experience using a specific process to manage work flow
- Experience in booking flights, hotel accommodations, and car rentals through online travel sites (i.e. Expedia, Travelocity, etc.)
- Experience in coordination for the development and approval of marketing related materials preferable
- Experience in logistics for conventions preferable
- Experience in dealing with printing companies a bonus
- Design experience with Adobe InDesign and Photoshop, as well as web design software is also a bonus