

MARKETING ASSISTANT

POSITION DESCRIPTION

This position is the primary support and point of contact for a team of commissioned account executives that provide creative use of logo'd products for clients. The position is a mix of daily responsibilities and creativity requiring exceptional attention to detail and ability to master multiple projects simultaneously.

PRIMARY RESPONSIBILITIES

1. Accurate order entry, order tracking, vendor follow-up, pick-pack-ship, and general support for commissioned salespeople and President.
2. Maintain and enhance supplier relationships and provide exceptional problem solving.
3. Assist in accounting issues, gathering invoices, open orders, and aging report

OTHER RESPONSIBILITIES

1. Coordinate all dropship orders and follow-up with any changes in writing.
2. Run appropriate reports on a definitive schedule.
3. Responsible for shipping samples and documents.
4. Interface with appropriate departments as needed.
5. Create and coordinate sales teams marketing mailings.
6. Responsible for returning samples and following up on credits.

WORKING CONDITIONS

Some local travel may be required. Weekend/overtime scheduled on an as needed basis.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

1. Undergraduate degree. Marketing, journalism or communications preferred.
2. Two or more years general business experience
3. Excellent oral and written communication skills
4. Proficient computer skills including MS Word, Excel, Access, Power Point. Graphics program knowledge is helpful, but not required.
5. Strong project management skills and attention to detail are a must.
6. Although not required, some experience in the marketing/promotional products industry is helpful.