



Marketing Assistant

Oliver Inc. is looking to hire an entry level marketing assistant for its New York location. The marketing assistant is responsible for providing support to the marketing team by helping to execute various marketing campaigns and manage social media platforms such as LinkedIn, Facebook, and Instagram. In this position, the marketing assistant will work closely with the marketing team to learn about marketing strategy and analysis of reports on campaign and social media impact.

Responsibilities

- ✓ Write and edit content for different platforms including social media and press releases.
- ✓ Execute a weekly social media plan
- ✓ Work closely with marketing team to execute monthly or quarterly campaigns
- ✓ Establish relationships with the sales team to assist in various marketing needs such as sample kit assembly and sell sheet assistance
- ✓ Conduct market research to better understand the marketing needs of Oliver Inc.

Qualifications

- ✓ Team player
- ✓ Basic knowledge of marketing and marketing design
- ✓ Strong computer skills with a willingness to learn Adobe Creative Suite (Illustrator, Photoshop, and InDesign)
- ✓ Ability to multitask
- ✓ Excellent oral and written communication skills

