



Job Title: **Marketing Assistant**

Department: **Marketing**  
Reports To: **Marketing Manager**  
FLSA: **Non-Exempt**  
FTE: **1.0**

## Job Summary

The **Marketing Assistant** is responsible for working with multiple external marketing accounts, taking photos, updating inventory, creating listings, and coordinating sales/marketing initiatives with Marketing Manager.

## General Accountabilities

- Keep profile descriptions up to date
- Instrument, part ads, Ecommerce
- Track Monthly Metrics & Reports
- Photography and Videography
- Tradeshow Coordination
- Promotional Products & Coordination
- Any other duties/tasks as assigned or requested by Marketing Manager

## Job Qualifications

- High School Diploma/GED or equivalent
- Associates Degree, or any appropriate combination of education and experience.
- Knowledge in Microsoft & Adobe Software, HubSpot or equivalent CRM

## Skills

- Work in a team setting to meet company marketing objectives
- Thinks outside the box; creative
- Ability to prioritize work, meet deadlines, achieve goals
- Detail oriented, strong ability to multi-task
- Excellent written and verbal communication
- Ability to work effectively under pressure