

Marketing / Business Development Admin

We are looking for a **high energy, enthusiastic** person to work with our executive management team including an outside resource on the *administration and execution of marketing and business development strategies*.

In this position you will work with us to:

- Assist in the design and then manage and execute marketing and business development strategies and activities
- Generate innovative ideas to promote our brand and services
- Work with outside resources to manage the firm's website, social media, and other PR activities

Skills Needed

- Excellent communication skills (verbal and written)
- Strong analytical skills
- Strong Team management skills and ability to work independently
- Proficient with MS Office (Word/Excel), Adobe Creative Suite (InDesign/Illustrator/Photoshop)
- Understanding and familiarity with managing web design and social media and related analytics

Salary: \$18 - \$25 p/hr

Supplemental pay

- Bonus pay
- Other

<ul style="list-style-type: none">• Full-time• Part-time• Internship	<ul style="list-style-type: none">• 8 hour shift• Monday to Friday• Day shift• Some Remote working available
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Benefits

<ul style="list-style-type: none">• Health insurance• Paid time off• Dental insurance• 401(k)• 401(k) matching	<ul style="list-style-type: none">• Vision insurance• Flexible schedule• Retirement plan• Referral program	<ul style="list-style-type: none">• Professional development assistance• Employee assistance program• Other
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