



Marketing Assistant

Job Description

This position is for a Marketing Assistant

Job Type: Part-time (2 days a week)

Compensation: \$10.00/hr. and \$25.00 per appointment set.

Responsibilities:

- Appointment setting for sales team
- Data entry: Entering new leads, updating lead information and keeping information current
- Print out flyers and other marketing material and put together welcome packs for our sales team
- Send mailouts with marketing materials
- Phone call follow ups on everything mailed out to sales leads

Position Requirements:

- High school diploma or equivalent.
- No formal marketing experience is required.
- Needs to be well spoken and express confidence when communicating with potential clients