Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-marketing>

# Example of Assistant, Marketing Job Description

Our company is hiring for an assistant, marketing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant, marketing

* Assisting in all marketing related assignments for community service projects and special projects
* Providing data integrity assistance for CRM projects and maintenance
* Research and report industry best practices and trends continued competitive analysis
* Call existing and former clients to schedule interviews
* Call SMBs who are not company affiliated to assess their interest in participating in focus groups / surveys /
* Survey SMBs via phone
* Perform market research on competitors, company segments
* Fulfill gift cards
* Budgeting and reporting duties
* Online metrics reporting

## Qualifications for assistant, marketing

* Experience with a email service provider system (HTML)
* Strong experience working with information
* Well-built skills in organization, prioritization and time management
* Balance between attention to detail and project management
* Proven ability to work well with all levels of management and within a team environment
* Minimum 5 years work experience in a business environment with 2-3 years in marketing specific role