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# Example of Assistant, Marketing Job Description

Our innovative and growing company is hiring for an assistant, marketing. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant, marketing

* Updating and managing marketing data into host of Excel spreadsheets
* Preparation and Update of PowerPoint presentations and other documents
* Assist in production of various product videos
* Assist in development of quarterly company e-newsletters
* Assist in writing and distribution of Press Releases
* Maintain and update Competitor files and Public Relations file
* Assist in developing annual marketing plans and budgets
* Enter all shows for Goldenvoice club marketing in event system upon show confirmation
* Create web assets for upcoming events
* Assist in creating weekly concert calendar, track added support and newly announced shows for inclusion

## Qualifications for assistant, marketing

* Basic skills in Adobe Photoshop and/or Illustrator preferred
* Experience with SiteCatalyst or Google Analytics is a plus
* Proactive, well spoken, good communication skills, has good follow-through skills
* Degree qualified & Masters (desired)
* Initiative, not afraid to speak his/her mind and make possible improvements as recommendations where needed
* Fast learner and driven to action