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# Example of Assistant, Marketing Job Description

Our growing company is searching for experienced candidates for the position of 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

* Creating monthly email blast to the company's list of contacts (promotional sales blast)
* Answering phones (taking detailed and timely messages)
* Scheduling and preparing for filmmaker and internal meetings/conference calls
* Coordinating travel arrangements and submitting expense reports
* Ensuring efficient communication flow between the EVP Marketing and all departments including but not limited to creative advertising and publicity
* Staying up to date on the status of current and upcoming projects
* Assisting with the distribution of marketing materials to filmmakers and executives
* Assisting with other tasks within the marketing department, including but not limited to copy editing/proof reading, culling quotes, setting up new vendors, shipping assets
* Prepares reports and reviews information
* Summarize key consumer, competitor, industry, and technology trends reports within the digital imaging space, as needed

## Qualifications for assistant, marketing

* They will maintain an ability to bounce-back from mistakes and set-backs
* They also must possess a pleasant and courteous manner and represent the Sr
* Ideally university graduate or equivalent relevant marketing qualification
* Having 1-2 years experiences in marketing or related field
* Conduct in-depth analyses through gathering information, interpreting data, formulating reports and making recommendations based upon the research findings
* Support general ad hoc market research reports and projects using available primary and secondary market research tools and web research, as needed