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# Example of Assistant, Marketing Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant, marketing. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant, marketing

* Providing core administrative support and other ad hoc tasks on a daily basis
* Managing brand content calendar with agency partners
* Being voice of the brand for any consumer complaints
* Ordering product samples & ensuring agencies have all the necessary information to develop media pitches
* Maintaining our content on scunci.com, ensure products are live on the site on a timely manner, which includes managing the creative process to make the deadlines
* Reporting regularly competitive assessments from a social, marketing, packaging, & beyond
* Helping to create video content and coordinating with 3rd party video team to deliver final edits on time
* Helping to organize creative turnover briefs with advertising specs
* Managing creative to meet and exceed any deadlines
* Assisting on any additional projects, including ad hoc assignments for the better sake of the brand

## Qualifications for assistant, marketing

* Good interpersonal skill and sense of luxury
* Project managing the UK Giving / CSR program, supporting the UK Marketing Director and Give Team with meetings/event management, fundraising & co-ordination
* Meetings management, Exec Visit & Event co-ordination & support
* Marketing training & development co-ordination
* Travel, Expenses & Admin Support for the UK Marketing & PR Directors
* Supporting marketing projects as required