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# Example of Marketing Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of marketing assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for marketing assistant

* Developing content calendars
* Ensuring timely delivery of necessary materials
* Posting site content
* Making website changes
* Managing all tech needs/setup/testing/asset delivery for presentations across multiple conference rooms, computers, projectors, mobile devices, for department management, team members, additional Esquire & E! department heads
* Assist in sending/receiving materials to/from outside vendors
* Interface with the creative community all levels of the E! and the NBCU Organization
* Work closely with ad agency, graphic designers and printers
* Edit and enhance company website as needed
* Develop weekly posts for company Facebook page, Twitter, and other industry social sites

## Qualifications for marketing assistant

* Knowledge of direct marketing principles, with particular expertise in strategy implementation
* To coordinate all major meetings for the Team and as required by the Marketing Director
* To support the Team at conferences, quarterly meetings , providing artwork, trailers and other material as required
* Professional and polite, able to build relationships with the team, other departments and 3rd parties
* At least 1 years of experience in internet/digital media or internships specifically managing digital marketing initiatives
* Detail oriented, accurate, accountable and takes initiative