

Marketing Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$19.00 to \$20.00 hourly

Employment status: Contract / Temporary to Hire

Description

Marketing Assistants should apply for this opportunity with a client of Robert Half, who is looking for someone with strong organizational and communication skills. This Marketing Assistant position requires you to perform day-to-day administrative duties, scheduling and coordinating guest speakers and events, web publishing, and moderating webinars. Sharpen your skills in the creative space as a Marketing Assistant in this opportunity to work in a fast-paced environment and grow your career. This employment opportunity is remote and contract to hire.

Your responsibilities in this role

- Strong written and verbal communication skills
- Attention to detail
- Superior organizational and time management skills
- Moderate webinars and fireside chats
- Reach out to guest speakers
- Create bios and web publishing
- Assist with creating modules
- Sending out surveys

Requirements

- Command of Google Suite
- Strong familiarity with Zoom
- Experience with Public Speaking
- Adeptness in composing various kinds of correspondence
- Solid understanding of Microsoft Office Suites
- Foundational knowledge in presentation preparation
- Familiarity with using the internet for research tasks
- Excellent written, verbal and social communication skills
- At least 1 year of Administrative Assistant experience preferred
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! This position will be filled by the end of the week so contact us immediately!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.