

Marketing Assistant



Full time – 12 months – Los Angeles, California

Description of the company

An International Marketing agency based in Los Angeles and in NYC is looking for a Marketing Assistant

Missions

- In charge of social medias (FB, Instagram, Yelp, Trip advisor) – Postings, answering reviews or comments, creating content
- Shadowing the COO and assisting him to follow up on certain tasks. (answering client emails, relations with finance manager)
- Office management: supplies, contractors, staff planning supervision
- Quality control: help to develop written procedures to ensure a consistent service and quality
- Marketing: work on initiating strategic partnerships
- Sales: assist the COO to develop licensing, select trade shows and help to manage participation

Skills

- Have a degree in International Business/Marketing
- Strong desire to learn along with professional drive
- Solid understanding of different marketing technique
- Excellent verbal and written communication skills in English
- Passion for the marketing industry and its best practices