

# Marketing Assistant Manager

Full-time, 6/18 months - Miami Beach, FL

*Close to USA*



## Description of the company

Real Estate Agency located in Miami Beach is looking for a Marketing Assistant Manager to join their team.

## Missions

- Support of the C.O.O., the C.E.O and the Sales Team led by the Director of Sales.
- Perform administrative duties and will show high motivation to develop and bring initiative to the company.
- Assist the team with the Property Management and the operations within the agency and take care of the customer relationship management.
- Organizing events, creating partnership with local businesses, manage social medias, improve the branding, participate to the building of the local, national and international strategy, create marketing materials (Flyers, Brochures, Newsletters, Social Media Content) and PR.

## Skills

- highly motivated candidate to join a team that is young, dynamic and very ambitious.
- A master degree in Marketing in the related field is preferred.
- Must have skills in design, proficient on Photoshop. Indesign and Illustrator will be a plus.
- Fully proficiency on Pack Office (Word, Excel, Power Point).
- Very organized, adaptable and professional with a successful experience in customer relationship management is required.
- Sales background would be great.

French is not required but preferred, English MUST be fluent and a third language will be appreciated.