

Marketing Assistant (Part-time)

- Huntington Beach, CA
- Part-time

Company Description

Teacher Created Materials develops innovative and imaginative educational materials and services for students worldwide. Everything we do is created by teachers for teachers and students to make teaching more effective and learning more fun.

Job Description

Position Summary:

This position is responsible for general Marketing and administrative support, including catalogs, emails, social media, website, direct mail, and other marketing communications.

Essential Duties / Responsibilities:

- Maintain archived files of all emails, brochures, catalogs, and ad pieces
- Maintain marketing prospect database and enter leads from trade shows and other events
- Assist in managing special events, including but not limited to conference pre-sessions and sales meetings
- Compile data for presenter biographies; prepare training/workshop evaluations and event report.
- Add new source codes for various brochures and catalogs into our warehouse system Elan
- Review, code and process invoices
- Proofread, verify item numbers, pricing, and descriptions with product and inventory departments
- Maintain office supplies for the marketing team
- Regularly monitor website to ensure that sample pages, special events, pricing, and other data is accurate and timely
- Recommend new procedures for streamlining all marketing projects
- Offer general assistance on various projects as they arise
- Assist with writing descriptions for all marketing pieces
- Assist in creating and maintaining Items-by-Page spreadsheets for catalogs (both channels)
- Coordinate production of new and updated product sales sheets regularly for new and existing products
- Prepare, process, and track purchase orders
- Facilitate award entries and book reviews
- Facilitate all new and updates to set requests

Qualifications

Minimum Qualifications:

- 1-2 years of work experience in a fast-paced work environment, preferably in the field of marketing or education
- Education/Certification: AA degree or experience in marketing preferred, but not required.
- Must be skilled in Microsoft Office including Word, Excel, and PowerPoint
- Possess strong spelling and punctuation skills with attention to detail
- Organized, collaborative, team-oriented work style
- Ability to work independently and demonstrate commitment to both quality and tight deadlines

Skills/Abilities:

- Must be skilled in Microsoft office including Word, Excel, and PowerPoint
- Excellent interpersonal and communication skills
- Skilled in writing clear, concise and grammatically correct copy

Physical Requirements:

- Sit for extended periods of time; including at a computer.
- Occasional lifting up to 15 lbs.
- Repetitive hand and wrist movements for frequent use of computer keyboard and mouse.

Additional Information

Teacher Created Materials is an Affirmative Action/Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, veteran status, or any other characteristic protected by law.

PLEASE APPLY HERE: <http://www.teachercreatedmaterials.com/careers/online-application/>