

Marketing Assistant

About the Job

Part Time-Westminster

The Marketing Assistant provides support for Marketing Department projects and campaigns including the coordination of marketing efforts, the distribution of marketing materials and maintaining organization for the department. This position will be responsible for mailing and distributing marketing and Credit Union-related materials, assisting with departmental direct mail efforts including mail merging, labeling and stuffing envelopes. In addition, the Marketing Assistant is responsible for the distribution process of requests or orders placed in the Marketing Department's internal online ordering system by other departments, including giveaways, letterhead, packets, envelopes and statement inserts. This position is also accountable for staging vendor pickup and delivery for mailings.

Competencies:

- Multi-tasking - Ability to work on multiple projects and tasks to successfully meet deadlines.
- Creativity & Problem Solving - Seeks solutions to problems and finds creative ways to solve them when necessary.
- Self-directed - Must be able to work with minimal supervision.
- Project Management - Ability to manage time well and meet deadlines.
- Prioritizes projects or seeks manager's support in prioritization when necessary.
- Organization - Ability to organize projects and stay on top of outstanding items with strong follow-up abilities.
- Professionalism - Keeps a professional appearance and positive attitude.
- Communication - Strong verbal, reading and writing skills. Communicates well with others.

Qualifications:

- High School graduate or equivalent.
- College Degree, preferred.
- Office or clerical experience.
- Proficiency in Microsoft Office Programs.
- Proficiency in Adobe Design Standard Software, preferred.

We are looking for friendly, caring and enthusiastic individuals with a passion for service and accuracy to join our team! LBS Financial is an Equal Opportunity Employer.

For more information, or to apply, go here:

http://jobview.monster.com/Marketing-Assistant-Job-Westminster-CA-US-149430435.aspx?WT.mc_n=Indeed_US&jvs=uf,in1,qw&from=indeed