

Position: Customer Service/Marketing Assistant

Local Fulfillment Company is seeking a Full-Time Customer Service/Marketing Assistant to work in a positive, high energy and busy environment.

The position requires a willingness to participate in various tasks designed to promote the company, the owners, and the products we sell. In addition to providing marketing support, other duties will include sourcing products, phone duties, along with assisting in packing and shipping orders if necessary. Candidates should be willing to be creative and flexible with the ever-changing needs of this growing company. You must be driven and able to learn at a fast pace. We are not interested in slackers. Casual and laid-back work environment.

Overview of Marketing Responsibilities:

- Assist with managing and coordinating marketing, advertising, and promotional materials and products
- Assist in writing and posting bi-weekly blogs
- Assist in social media strategy
- Assist in website content management
- Design e-blasts to target current customers

Overview of Customer Service Responsibilities:

- Answer telephone calls as needed and provide excellent customer service
- Handle returns or reships and customer claims
- Assist with packing and shipping of customer orders

Requirements:

- Experience in marketing and social media
- Experience in development and implementation of marketing strategies
- Technical marketing skills, social media navigation skills, web- marketing skills
- Experience with relevant software such as Adobe, Power Point, Excel, Word etc.
- Excellent written and oral communication skills (including spelling and grammar), with strong interpersonal skills
- Time management skills
- Excellent phone and voice skills
- Professional appearance and demeanor
- Ability to multi-task with strong organizational skills
- Willingness to adapt to changing priorities

How to Apply:

Please email your resume along with a short paragraph about why you will be perfect for the position to info@ecommsolution.com. If we are interested, we will contact you.