

CreativeWorks Marketing is an award-winning marketing agency that provides strategic marketing for small and medium sized businesses and is looking for a junior marketer to support our team this winter.

Reporting to a member of our project coordination team, the **Marketing Assistant** must be able to juggle several projects while meeting timelines and communicating well with others. You are a reliable and detail-oriented individual who uses good judgment and thinks quickly on your feet.

You are an enthusiastic, deadline-driven and social media savvy individual with a business mind who thrives on the excitement of an agency environment. You are meticulous and able to rise to the challenge of competing deadlines without dropping the ball. We are an agency that welcomes your input and encourages learning and growth.

Ideally, you are currently enrolled in a university or college marketing or communications program, this role could be an internship, co-op or contract position from January to April 2021.

**The job responsibilities include:**

- Supporting project coordinators on client projects and marketing initiatives
- Laying out marketing collateral
- Researching for client projects and information
- Pulling monthly client Google Analytics stats
- Scheduling, engaging and posting client social media
- Updating and client websites and social media updates as required
- Administrative tasks as assigned

**The successful candidate possesses:**

- Educational background in Marketing, Communications or Business or previous experience in a similar capacity
- Exceptional attention to detail and accuracy with social media skills
- Superior organization and multitasking skills
- Initiative and willingness to learn new skills
- Ability to prioritize and work effectively within stated time frames and often unexpected deadlines
- Ability to work independently

**This role requires:**

- Good knowledge of marketing principles, online marketing, and social networking
- Proficiency in the Adobe Suite and Hootsuite
- Friendly and outgoing personality with a drive to learn and ask questions
- Experience with, and ability to edit WordPress sites, HTML, and Java is an asset