

I'm not a bot



administrative and clerical skills, detail-oriented communication, organization, and ability to work in a team environment. managers, and circulate throughout the company a bachelor's degree in marketing or communications, or relevant work experience for children's publishing, especially Early Reader knowledge of the entertainment industry is a plus ability to work independently and as part of a team providing exceptional customer service through Marquee Customer Service Friendly, fast, and helpful communication with guests and colleagues administrative support and general duties for both Special Events and Advertising Teams desktop publishing including presentation creation and development visual, audio, and written materials assist with event planning, setup, and execution collaborating with the Advertising Supervisor and Graphic Artist on creative projects establishing and maintaining filing systems retrieving information from files answering phone calls taking messages and providing routine information photocopying and faxing documents ensuring cleanliness of common areas working independently and as part of a team on various projects completing forms and correspondence proofreading for accuracy and clarity performing data entry tasks meeting deadlines and adhering to department policies Manage relationships with key national partners to streamline event participation and identify new opportunities. Coordinate marketing campaigns for the Apartments.com network, including sponsorship involvement with National Apartment Association and National Multifamily Housing Council. Identify process deficiencies and develop resolutions, while maintaining agent calendars, preparing presentations, and conducting research. Assist in creating fulfillment strategies for various marketing initiatives. Requirements: 4-year degree in Marketing or related fields, strong internship background preferred. Proven ability to multitask and prioritize, with a dependable and adaptable attitude. Currently studying at university or recent graduate looking for a 12-month structured placement. Must have a strong interest in Marketing, demonstrate a strong work ethic, and be proactive with a 'can do' attitude. Key responsibilities include: * Managing new product launches and identifying opportunities from global ranges * Developing and maintaining competitor intelligence libraries and market information databases * Conducting detailed market analysis to identify new opportunities and trends * Maintaining technical competence and ability to understand product features * Possessing excellent communication, multi-tasking, and analytical skills * Being a self-starter with the ability to work independently and prioritize tasks Preferred qualifications: University degree in Business or related disciplines with 2-3 years of work experience, full driving license, and proficiency in Microsoft Office (Word, PowerPoint, Excel). To manage the Volvo CE GB CRM system, you will be responsible for client connection and value-added services. This includes delivering seminars on topics such as Taxation and Insurance Solutions, Will and POA construction, Estate planning, and Prospecting - package preparation, mailing, and follow-up to prospects. You will also participate in semi-annual "client appreciation/prospect" seminars offsite and develop a referral generation program. Following training completion, at least one year of administrative experience is required. Strong interpersonal skills with the ability to build relationships among lawyers and staff are necessary to achieve results. Excellent time management abilities enable handling various projects in a fast-paced environment that sometimes requires quick reactions. Experience working in law firms or professional services companies is beneficial. Knowledge of email marketing, web technology, and ExactTarget is also valuable. The candidate will assist in creating presentations using PowerPoint, SlideRocket/ClearSlide to support sales and marketing teams in Ad Sales, Sponsorship, Affiliate Sales, and Marketing areas. They will build outlines, source content independently or from stakeholders like images, videos, graphics, research, case studies, partner logos, and edit/minorly edit graphic designs in Photoshop. Support is needed for the marketing and sales teams on RFPs; building ideas with others; working with creative services, digital promotions, and network promotions to create assets as required. The candidate will assist in developing and executing all marketing plans while helping oversee marketing campaigns for select sports and initiatives. They will also help build and maintain planning documents within departments and across departments. In addition, the candidate will assist with proofreading, editing, fact-checking projects; aid in coordinating department calendars by scheduling meetings, conferences, teleconferences, travel, and reservations; manage incoming invoices and track project/annual budgets; and review footage/pull clips as needed. They will also conduct research for marketing, promotions, and creative services; coordinate and manage calendars/travel itineraries; create internal and external correspondence; perform analytical research; collaborate with various staff/departments; organize confidential documents; answer/screen calls; ensure proper follow-up on telephone messages; prepare meeting/luncheon arrangements; process check requests/invoices/overnight mail/special expense reports; receive/handle incoming/outgoing mail; communicate POS items delivery; conduct POS audits; produce tickets and POS elements for project launches; maintain the POS finder system; monitor competitor activity in press/on-line mediums; create retail-ready solutions/communications; take briefs to provide detailed briefs for design/photography teams. Must work closely with team to ensure best solution for customer. Responsible for ensuring artwork is delivered on time and correct, which includes checking spelling, grammar, and content. Also manage and deliver ad hoc projects accurately and on time within budget at request of marketing management team. Have good PC skills including Word, PowerPoint, and Excel and be able to work under pressure with tight deadlines and prioritise workload. Strong organisational and communication skills required, as well as proactive approach to solving problems. Assist in managing social community for all brands, including daily community management and customer service. Responsible for writing product copy for web and creating content, following brand guidelines and ensuring correct tone of voice. Also assist with creating blog posts, tracking samples, arranging gifting samples, and assisting with press events. Have strong writing skills and ideally have blogging experience. Keen fashion awareness and good digital skills required. Minimum requirement of three A-levels or equivalent and good professional approach. Participate in synthesis of market research and learning science insights associated with assigned products, assist with market research, and prepare materials for internal meetings and customer-facing conferences. Contribute to team initiatives as needed and have BS/BA in Marketing, Business, or related field. Highly proficient in Word, Excel, and PowerPoint, and able to travel infrequently for tradeshow. Required skills for this position include compiling and distributing marketing information, writing reports and brochures, and organizing market research. The ideal candidate will have experience with Adobe InDesign, Microsoft Office, and PowerPoint presentations. They should be proficient in a Windows-based PC environment and have knowledge of market research, data analysis, and practices. To ensure successful online storefront marketing, this role involves uploading artwork, keyword content, and collaborating with departments to maintain up-to-date artwork. Collaboration with administrative assistants and others is also required for tasks such as invoice tracking, procurement card reconciliation, and setting up job orders using internal software. Deadlines are to be met, reports created, and order forms updated as needed. A bachelor's degree in marketing or a related field, along with relevant experience, is necessary for this role. Proficiency in Microsoft Office Suite, particularly Excel, is also required. Effective communication, organizational, and attention-to-detail skills are essential, as well as the ability to work under pressure and manage time effectively. As Marketing Operations Coordinator at Kettle Moraine YMCA, performs various duties as assigned by Communications & Marketing Director, Center Directors, and Executive Director/CEO. Must hold a degree-level education or equivalent with previous category management experience. Experience in food industry is advantageous. Knowledge of continuous data systems (AC Nielsen, IRI, Kantar) would be beneficial. Possesses a UK Drivers Licence, computer literacy skills (Microsoft Excel, PowerPoint), and adaptability to new software and data systems. Organized with the ability to prioritize, manage deadlines, and make decisions. Supports Senior Brand Managers & Brand Managers in achieving team goals and driving business strategy by: assisting with project planning, attending reviews, providing updates, collating and reporting raw data (market data, clinical/health data), preparing data in relevant form (reports, graphs), maintaining market information system, updating team (Compass/One Drive/Yammer). Supports promotional strategies by possessing a recognized professional qualification in marketing or being prepared to undertake. Demonstrates ability to build excellent working relationships, exposure to sales/marketing environments and customer interaction. Assists Marketing Manager in implementing marketing strategy and communication plan by owning projects, managing ATL/BTL activities, project management of consumer/B2B projects, hands-on involvement in logistics (event production, collateral coordination). Given article text here Communication skills in Cantonese, English, Mandarin - Strong motivation, self-starter with university degree in Communications or Marketing - Proficiency in Adobe InDesign, Photoshop, Illustrator and Microsoft Office Experience in the electronics/wireless industry for 2-3 years Ability to manage events and possibly travel internationally Knowledge of Korean or Japanese is a plus Sitcore experience and web related CMS programs beneficial Bachelor's Degree with marketing focus 1+ years of relevant marketing experience, fluent in MS Office and multiple social media platforms Strong work ethic, flexible, able to multi-task and prioritize projects Highly organized with attention to detail, excellent time management skills Knowledgeable in Word, PowerPoint and especially Excel Proactive team player with ability to manage several projects and deadlines Creating a marketing professional requires a combination of skills, experience, and passion. Key qualifications include strong organizational abilities, problem-solving skills, and the ability to think creatively. Proficiency in Microsoft Office, particularly Excel and PowerPoint, is essential. Experience working on both Macs and PCs is preferred, as well as familiarity with Adobe Creative Suite. A bachelor's degree in marketing or a related field is preferred, but an associate's degree can also be considered. Previous experience in marketing, digital media, or a related field is highly desirable. A passion for books is also a bonus. Responsibilities include creating presentation materials, conducting market research, and supporting marketing teams. Excellent communication skills are necessary, both verbally and writtenly. The ability to work independently and manage time effectively to meet deadlines is crucial. Other responsibilities include order submission, quality control, inventory management, scheduling, data analysis, competitor monitoring, stock management, proofing materials, and logistics for trade shows and events. Proficiency in analytics and knowledge of print production are also valuable skills. Key performance indicators include meeting schedule expectations, providing excellent logistical support, maintaining relationships with suppliers, managing travel arrangements, and ensuring protocol adherence. A minimum of 15-20 hours of work per week, with flexible shifts, is expected. Overall, a marketing professional should possess strong analytical, planning, and organizational skills, as well as the ability to communicate effectively with internal and external stakeholders. Key responsibilities include coordinating requests for show-cars, managing calendars, shipping items, overseeing promo closets, handling invoices, supporting racing coordinators, and collaborating with marketing teams. Strong communication skills, attention to detail, and ability to multitask are essential. Previous experience in event management, coatings or automotive field is a plus. Familiarity with NASCAR or branding principles is also beneficial. Key qualifications include: * 3+ years of relevant work experience * Ability to work under tight deadlines and changing priorities * Strong written and verbal communication skills * Proficiency in Microsoft Office suite * Data analysis and reporting skills * Self-development and ability to teach others Responsibilities may include: * Managing website updates and accessibility * Supporting customer email program * Collaborating with cross-functional stakeholders * Analyzing data and creating reports * Organizing logistics for marketing meetings and events * Assisting in product management, including coordinating literature creation and tracking budgets Education: Bachelor's degree in Business, Marketing, or related field. Must be a U.S. Citizen or Green Card Holder. * Maintain FRMS marketing and SharePoint presence, as well as intranet. * Analyze surveys and data to create reports. * Assist in maintaining customer databases for accuracy and updates. * Create promotional materials like brochures and blogs, managing supplier relationships and invoicing. * Coordinate meetings and administrative tasks under the VP's direction. * Manage multiple projects with varying deadlines while coordinating stakeholders. * Ensure literature and photography requirements are met on time and within budget.