

Position Title: Marketing Operations Assistant

Dundee Hills Group, a marketing communications agency that develops engaging marketing content for technology companies in the video, security, broadcasting, cable, and other technology sectors, is looking for a marketing assistant to join its team in one of the Dundee Hills Group corporate offices in Salt Lake City or Sherwood, Oregon.

Position Summary: The Marketing Assistant will provide general support, as needed to Marketing Operations team, as well as to account managers of various agencies within the Dundee Hills Group. Responsibilities include administrative office support, maintenance of the company database, proofreading of press releases and other materials, press clip research and compilation, research projects, and preparation of time-sensitive materials and collateral material for events. The ideal candidate will have passion for clarity, quality, consistency, and attention to detail, as well as the flexibility to work on varying tasks and projects.

Position Overview:

- Marketing operations support
 - Provide documentation and operations support across all agencies as needed
 - WordPress or HTML web updates for clients (training provided if needed)
 - Maintain editorial calendars and media kits
- Research for and maintenance of database
 - Update bounced and unsubscribed emails
 - Enter new and updated contact information
- Complete database updates and projects assigned
 - Press release distribution support
 - Proofread, format, and prepare word documents
 - Create photo and multi-language links
 - Post releases to online publications
- Press clip compilations
 - Maintain magazine and newsletter subscriptions; review for clips
 - Assemble press clip compilations and notify account managers when they are complete
 - Create monthly and ad hoc media coverage reports using clip database services
- Project management
 - Monitor and track time on projects by client and task
 - Balance multiple projects by timeliness and deadlines, as well as communicating with team members
 - Maintain company-wide documents for tradeshow and events
 - Maintain company-wide calendars
- Business development support
 - Research trade show and exhibitor contacts
 - Update marketing automation database
 - Coordinate promotional campaigns

Performance Objectives

- Work as team member with Marketing Operations and Business Development teams to deliver agency work to clients and account managers as promised
- Retain feedback on specific work projects to minimize need for downstream editing

Experience/Skills Requirements

- Proficient in Excel, Word, Adobe Acrobat, PowerPoint
- Social media basics (Twitter, Facebook, LinkedIn, etc.)
- Familiarity with HTML building, FTP management, photo manipulation/editing, WordPress, and SEO, Boolean searches a plus
- Organized, strategic thinking, with the ability to work independently and under tight deadlines
- Must have strong work ethics, excellent communication skills, integrity, and good business acumen