

Digital Marketing Assistant

Description

DIGITAL MARKETING ASSISTANT

Digital Marketing Assistant Responsibilities:

- Performing administrative tasks to ensure the functionality of marketing activities.
- Conducting market research and analyzing marketing surveys.
- Employing online marketing analytics to gather information from web and social media pages.
- Updating databases, spreadsheets, and inventory lists.
- Preparing promotional presentations and organizing promotional events.
- Composing and posting online content for the company's social media page and website.
- Writing marketing literature for company brochures and products and press releases.
- Building strong relationships with customers.

Digital Marketing Assistant Requirements:

- In-depth knowledge of marketing techniques and databases.
- Proficient in MS Office and marketing software.
- Knowledge of CRM tools, Google AdWords, and online analytics.
- Understanding of advanced marketing principles.
- Ability to multi-task and meet strict deadlines.
- Excellent communication and interpersonal skills.
- Good understanding of office management.
- Ability to follow instructions and work independently on projects
- Own reliable transport to and from work

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Hiring organization

MJM Recruitment & Care Givers

Employment Type

Contractor

Beginning of employment

Immediately

Duration of employment

Contract position

Industry

Retail

Working Hours

Flexible and ability to work from home when required

Date posted

September 7, 2021

Valid through

30.09.2021