



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. 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. Casual and laid-back work environment.

Overview of Marketing Responsibilities:

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

Overview of Operations/Customer Service Responsibilities:

- Answer telephone calls as needed and provide excellent customer service
- Update pricing of products
- Inputting orders from clients and client communications
- Organize deliveries and pickups
- Assist with packing and shipping of customer orders as necessary

Requirements:

- Basic experience in marketing/social media
- Experience with relevant software such as Canva, Excel, Google Business Suite, etc.
- Excellent written and oral communication skills (including spelling and grammar), with strong interpersonal skills
- Time management 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 to the email address provided. If we are interested, we will contact you.