

Marketing Assistant

Summary: CapitalTristate has an opening for a full-time Marketing Assistant position at our corporate office in the DC Area.

CapitalTristate's Marketing Department handles all of the company's advertising (print, digital, and online), sales, promotions, branding, communications, public relations, social media, and online marketing. Marketing also develops promotional literature and material and plans customer training seminars and other corporate events.

Potential Responsibilities:

- Assist with management of company website and social media accounts
- Manage marketing email campaigns
- Assist with planning and management of events and promotions
- Generate reports as requested
- Measure success of merchandising or promotional campaigns
- Manage customer contacts and other customer data
- Assist with external and internal communications, including writing news releases, preparing office memos, and managing customer and vendor communications
- Assist with general administrative tasks as needed

Required Qualifications:

- Bachelor's or equivalent 4-year degree
- Strong interpersonal, verbal, and written communication skills
- Excellent organizational and administrative skills
- Ability to work independently and in a collaborative team environment
- Strong computer skills, including Experience with Microsoft Office (Word, Excel, PowerPoint)
- Interest in marketing, communications, public relations, and/or social media

Preferred, but not required:

- Experience with marketing, communications, social media, public relations, event planning, project management, and/or market research/analysis
- Some experience with Web Development and/or Programming
- Experience utilizing databases and generating reports

How to apply:

For immediate consideration, please email resume to HR@capitaltristate.com.

We offer excellent training, career advancement opportunities, and a competitive compensation package to include vacation time, personal time, full health benefits, 401(k), and more.

CapitalTristate is an EEO Employer.