

ADMINISTRATIVE MARKETING ASSISTANT

To excel in this position, you should enjoy the challenge of supporting this dynamic team with your impressive administrative skills. This is a role for an organized multi-tasker who is computer savvy (Word, Excel, PowerPoint, Adobe Photoshop, Illustrator, InDesign, Constant Contact, etc.), has customer service finesse, excellent written and oral communication skills, database management experience, basic understanding of social media and the drive to initiate and follow through on projects. You will be given the opportunity to tap into your creative side as you support the marketing team. Graphics experience is a plus!

Responsibilities

- Provide excellent customer service to internal and external customers
- Provide administrative support for all departments including phones, copying, mailing, oversight of office equipment and supplies
- Assist marketing with ads including keeping track of the ad schedule, preparing and creating ads and other promotional materials
- Create internal signage and visual web content
- Collect, assemble, and manage various company databases to track customer spreadsheets and workshop registrations
- Manage photo inventory on the server
- Create monthly printed calendars for distribution

Requirements

- Basic reading, writing and arithmetic skills required
- Working knowledge of Microsoft Office, Internet and email functions
- Strong organizational skills/multi-tasking
- Ability to learn a variety of other computer applications including: WordPress, Constant Contact, Illustrator, Photoshop, Dreamweaver, Contribute, Fireworks, InDesign and Publicaster
- Graphics experience a plus
- Excellent proven keyboarding skills
- Professional written and verbal communication skills

Perks

- Competitive wage
- Health & life insurance
- Employee discounts
- Admission to numerous area attractions

Download an application [here](#). Completed applications and questions can be emailed to darlab@chimneyrockpark.com