



**Job Title:** Marketing Assistant

**Employment Status:** Full Time

We are seeking a dynamic Marketing Assistant to join our team. This position will be responsible for the communication, coordination and successful execution of all marketing initiatives. This person must be a highly motivated, success-driven individual who is a positive team player.

**Job responsibilities are:**

Assist and effectively coordinate the successful development and execution of all corporate marketing initiatives both internally and externally. These initiatives include but are not limited to implementation of brand strategy, advertising, market research, creative design, print production, web/e-commerce, public relations, and customer promotions.

**Knowledge and Skills:**

- Bachelor's Degree in business, marketing or a related field of study
- Two to three years related experience in a business or marketing related discipline
- Demonstrated project management and organizational skills
- Excellent computer skills and web/internet proficiency a must
- Must have excellent written and verbal communication skills

**Benefits and Compensation:**

Front Panel Express provides an outstanding work environment and offers a comprehensive compensation and benefits package.

**Please send resume with cover letter to [hr@frontpanelexpress.com](mailto:hr@frontpanelexpress.com)**

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.