

ConectUS Wireless

<https://www.conectus.com/job/marketing-assistant/>

Marketing Assistant

Description

We are looking for a qualified candidate to create, manage, and participate in corporate events including many on-camera appearances.

Responsibilities

- Key responsibility will be to plan and manage all corporate events throughout the year.
- Assisting in booking hotels, flights, and all other event aspects to have a successful event
- Become an additional liaison between ConectUS Wireless and Team Texas Racing School.
- Daily contact with the ConectUS Marketing team as well as Team Texas and their staff for the planning of events.
- Assist in managing the shared event calendar with ConectUS and Team Texas.
- Eventually, give the ConectUS Wireless "Elevator Pitch" in front of corporate events that are at Team Texas.
- Taking photos and videos of each corporate event for our Social Media manager to turn into social content.
- Track corporate attendees at each event by gathering their names, emails, and numbers as much as possible. This might be accomplished by asking Team Texas for the list during the event.
- Assisting the Director of Marketing in additional training videos or announcements for either Social Media or internal Agents.
- Assist ConectUS is other projects as they arise.

Qualifications

- Ability to think on one's feet; being proactive and able to make decisions at short notice; and strong interpersonal and negotiation skills
- Passion for social media and proficiency with major social media platforms and social media management tools
- High-Level of organizational skills are a must
- Excellent social listening skills
- Ability to understand historical, current, and future trends in the digital content and social media space
- Top-notch oral and verbal communication skills
- Impeccable time management skills with the ability to multitask
- Detail-oriented approach with the ability to work under pressure to meet deadlines
- Comfortable being on-camera at events and for internal videos.
- Must live within the Dallas Fort Worth Metroplex.

Job Benefits

Some of the Benefits:

- Earned Vacation
- 401K
- Medical/Dental
- Company smartphone and computer setup

Hiring organization

ConectUS Wireless

Employment Type

Full-time

Industry

Telecommunication

Job Location

Remote work from: Texas, USA

Date posted

April 4, 2024

