



Marketing Assistant Job Description

Welcome to Digital Marketing Maven & Associates! We are a full-service agency designed to provide marketing solutions to our business clients. Our formula is simple: marketing problems + maven services = business growth!

From idea creative to full implementation, our in-house agency handles everything while delivering massive and sustainable growth to our clients. We are committed to improving the way businesses and consumers communicate, both digitally and innovatively. We pride ourselves on exceptional customer service, excellent client relationships, and quick turnaround times.

If you are looking for a collaborative environment that will challenge your creative skills and expand your business profile, then join our diverse executive team. We are currently looking for talented and dynamic self-starters with solid experience.

Position Title: Marketing Assistant

Location: Remote

Position Type: Contract/ Project Based

Salary: Based on Experience

RESPONSIBILITIES

- Act as a primary liaison between DMM and clients
- Proficient understanding of project management tools and databases such as Asana, Slack, Dubsado, Honeybook, etc.
- Manage project scheduling, tracking issue management, risk management, change management, and status reporting throughout the project lifecycle
- Communicate and work cross-functionally across with all DMM stakeholders providing timely deliverables and updates
- Ensuring all project assets adhere to project requirements, timelines, and budget
- Maintain healthy client relationships
- Build structured prioritization and change management processes

Characteristics:

- Excellent verbal and written communication skills
- Creative who can collaborate as a team member or work independently
- Able to efficiently handle the demands of multiple projects
- Flexible to projects that may shift direction midstream
- Able to adhere to tight project deadlines and work under pressure
- Detail-oriented with attention to brand and voice
- Energetic and organized with a growth mindset