



Island Training Solutions
Experience you can trust.

WE ARE GROWING!

We are seeking a dynamic, self-motivated individual with Canva, social media management, and Microsoft Office Specialist (MOS) skills to join our team. The successful candidate will work directly with the President of the company.

The ideal candidate must have great time management and organizational skills, be assertive, and possess the confidence to actively network and serve as an effective liaison for the company.

They should be comfortable expressing innovative ideas and concepts to enhance our operations and customer experience. The ability to adapt and respond effectively to the evolving needs of the company is essential. Both full-time and part-time applicants are welcome.

MARKETING ASSISTANT

- Competent with Word, Excel, PowerPoint, and Canva
- Great organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and be a self-starter
- Can manage website and social media platforms
- Able to organize, compile and interpret data
- Have reliable transportation

APPLY NOW

SEND YOUR RESUME TO:

islandtrainingsolutions@gmail.com

MORE INFORMATION:

670-287-7037

www.islandtrainingcnmi.com