



NOW HIRING

Entry Level Part Time Marketing Assistant

The Position

Swan Solutions is currently seeking a part time entry level Marketing Assistant to focus on expanding our FIG-K12 Professional Development software subscriptions to school nutrition departments across the nation. The successful applicant will work Monday-Friday at our Milton, FL office. No after hours or weekends. No experience is necessary, we can train the person with the best personality and attitude to fit our growing team.

Who We Want

The person we want on our team will possess these desired characteristics and more:

- Positive Attitude
- Punctual
- Perceptive
- Friendly
- Willingness to Learn
- Persistent
- Self Starter
- Organized
- Good Listener
- Quick Study

Compensation

\$10 per Hour
10-20 Hours Per Week

Contact Info

Send Resume To:
Becki@SwanSolutionsLLC.com
(800) 817-1408

What You Will Do

- Provide support to the Marketing team.
- Manage brand and marketing initiatives
- Develop & execute marketing campaigns.
- Perform market & client research
- Assist with social media and website content
- Coordinate tradeshow calendar
- Other duties as needed for the benefit of the company
- Experience working with Microsoft Office (Outlook, Word, Excel, Power Point), Canva and WeVideo is desired.

Requirements

Driver's License/Reliable Transportation