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| JOB TITLE: Digital Marketing Support Associate |
| Department Super Team Services |
| Reports To: Digital Marketing Specialist |

Job Description

The Digital Marketing Support Associate provides support to the Digital Marketing Team of Super Team Services and all its subsidiaries. This role is responsible for contributing to the continued growth of the company and support in accomplishing the goals of each division.

Responsibilities

- Lead sourcing and data management
- Assisting in creating, developing, and executing email marketing campaigns for all divisions
- Social media content creation, and assistance with planning, strategy, and implementation.
- Graphic design assistance through Canva, Adobe Creative Suite, video editing software, etc.
- Assist with company reputation management online through online review websites, connecting through customers online, and providing detailed reporting.
- Assist with implementing and upholding company brand guidelines.
- Other duties as directed by the marketing department.

Required Experience and Skills

- Strong attention to detail
- A self-starter that can also collaborate well with multiple different departments.
- Strong follow-up and follow-through skills as well as ability to plan, organize and control projects through to completion.
- Advanced skills in Microsoft Office 365, Excel, and related platforms, is preferred.
- Knowledge of CRM systems and practices is preferred.
- Customer service oriented and passion for helping others.
- Ability to respond quickly to different requests.
- Excellent multi-tasking and organizational skills

These duties are subject to change as the business changes.