

Marketing Associate

About Five Star Professional

Five Star Professional conducts market research to define and promote professional excellence in the professions we serve. The Five Star designation assists consumers in selecting a service professional that other consumers say provides exceptional client satisfaction and service. Five Star Professional joins forces with city and regional magazines to publish our research to consumers and promote Five Star-designated professionals in more than 45 markets across the United States.

The position

Five Star Professional is looking for a Marketing Associate to perform marketing support and execute go-to market responsibilities and tasks. The ideal candidate must be a team player with superb attention to detail and work well in a deadline-driven environment. Ideal candidates will have strong written and verbal communication skills with some HTML knowledge and a background in marketing communications. Knowledge of Salesforce is a plus!

Job duties

- Create, edit and send marketing automation emails
- Manage and boost social media posts for clients (Facebook and LinkedIn)
- Maintain online sales support materials
- Create, edit and format marketing and product support slideshows and best practices documents
- Maintain process and product documentation

Skills and qualifications

- Associate or bachelor degree in related field
- 1-2 years of experience in marketing, communications or related field
- Light HTML/CSS knowledge
- Strong written and verbal communication skills
- Leadership skills
- Self-starter
- Attention to detail
- Understanding of social media a must