



DUNHAM-BUSH

Dunham-Bush USA, LLC
1800 SE 38th Ave
Homestead, FL 33035
W: www.dunham-bush.com

Job Description

Job Title	Marketing Assistant
Department	Sales
Reporting Manager	General Sales Manager
Company	Dunham-Bush USA LLC
Location	Homestead FL
Date Updated	July 13 th , 2021

General Summary:

We are seeking a Marketing Assistant to join our team! You will be responsible for gathering and analyzing key market information, as well as identifying areas of improvement to increase company revenue and brand.

This position will be an operational/support marketing role. Some responsibilities include, advertisement approval, handling interdepartmental communications, preparing data reports in a clear format and creating surveys, questionnaires and other tools to measure marketing impact. The Marketing Assistant will use digital marketing software to pull various metrics related to marketing campaigns so management can make decisions.

Responsibilities:

- Conduct market research to determine potential of products and services
- Perform analysis of market strengths, weaknesses, opportunities and threats
- Development and implement innovative marketing campaigns
- Translate complex data into simple graphs and text
- Compile and present data for other departments

Position Requirements:

- Intermediate excel skills
- High degree of English language skills, both written and verbal
- Bachelors' degree in Marketing, Advertising, or Business preferred



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Preferred Skills

- Experience and understanding of digital creative production, cross-channel attribution, and media analytics
- Creativity to create visually appealing images and marketing materials, making it a very useful to the readers.
- Analytical skills when compiling data and presenting it in an easy-to-understand method.
- The ability to organize details and complete projects in a timely manner is crucial in this position.
- Strong communication and presentation skills
- Ability to work well in teams

Dunham-Bush is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.