



Job Description

Job Title: Corporate Marketing Assistant
Department: Sales
Reports To: Director of Marketing and Business Development
FLSA Status: Non-Exempt

SUMMARY

This position is responsible for updating Mckinney website, assisting with Social Media, ordering promotional items, maintaining CRM database, creating long term lease documents, general office activities and providing administrative support to corporate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for maintaining CRM database of prospects and customers.
- Assist Director of Marketing with website design and content updates, analytics and ad words.
- Responsible for updating marketing and corporate calendars and scheduling of events and travel
- Assist with creation and ordering of all advertising materials and sell sheets
- Responsible for creating and scheduling social media posts
- Assist Director of Marketing with sourcing, ordering and shipping of all promotional and marketing materials to the branches and making recommendations for proper amounts of inventory.
- Responsible for maintaining the Mckinney Long Term Lease database and ensuring accuracy of documents. Manage flow of documents and approvals between salespeople and management.
- Provide ongoing status reports to management regarding leases in progress and expired leases.
- Provide administrative support for management.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate Degree (A.A.) or equivalent from two year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES

- Strong work ethic and a desire to succeed.
- Excellent communication skills, both oral and written.
- Attention to detail and highly organized.
- Outgoing, self-starter with a team-oriented approach to success.
- Proficient in Word, Excel, Outlook and database.
- Must be able to pass a pre-employment background check and drug test

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write reports and business correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

The candidate must be able to pass a pre-employment background check and drug test.

Mckinney Trailer Rentals is an Equal Opportunity Employer