**job description**

**Marketing ASSISTANT**

Department: Administration

Reports to: Marketing Director

Date Approved: 11/30/2017

Date Revised:

**Position Summary**

The position of Marketing Assistant is responsible for the photography, assisting with social media efforts, assisting with the production of all promotional materials and providing administrative support to the department.

**PRIMARY DUTIES AND RESPONSIBILITIES**

**Marketing**

* Photograph vehicles and other items for marketing purposes as assigned
* Follows pre-determined formats to design and produce visual materials for consistent branding of MTH
* Maintains data following pre-determined formats for entry into the DMS as vehicles are acquired
* Assists in the preparation and execution of timely digital marketing as assigned
* Assists in the creation of promotional displays and set up of marketing materials
* Monitors all inventory related to promotional items
* Monitors and orders supplies as needed
* Orders and coordinates with outside vendors assigned marketing needs
* Performs a range of support activities to assist the department

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

* High school diploma or equivalent
* Two years of related experience strongly preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

* Knowledge of Adobe Suite
* Proficiency with computers including Microsoft Office
* Strong organization skills with attention to detail
* Ability to be creative
* Ability to manage multiple priorities and effectively meet deadlines
* Strong interpersonal and communication skills verbally and in writing
* Ability to operate a variety of office equipment including computer and printer, photocopier, fax machine and calculator.
* Valid driver’s license and satisfactory driving record

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between MTH and the employee and is subject to change by MTH as the needs of MTH and requirements of the job change.

MTH is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. MTH will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with MTH.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**In an average hour work day, this job requires:** (Check full capacity for each activity).

|  |  |
| --- | --- |
|  | (number of hours) |
| Sit | [ ]  1 | [ ]  2 | [ ]  3 | [x]  4 | [ ]  5 | [ ]  6 | [ ]  7 | [ ]  8 |
| Stand | [ ]  1 | [x]  2 | [ ]  3 | [ ]  4 | [ ]  5 | [ ]  6 | [ ]  7 | [ ]  8 |
| Walk | [ ]  1 | [x]  2 | [ ]  3 | [ ]  4 | [ ]  5 | [ ]  6 | [ ]  7 | [ ]  8 |

**On the job you:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all(0%) | Occasionally(1-33%) | Frequently(34-66%) | Continuously(67-100%) |
| Bend/Stoop/Squat | [ ]  | [ ]  | [x]  | [ ]  |
| Climb Heights/Ladder | [ ]  | [ ]  | [ ]  | [ ]  |
| Reach above shoulder level | [ ]  | [ ]  | [x]  | [ ]  |
| Kneel/Crouch/Crawl | [ ]  | [ ]  | [x]  | [ ]  |
| Balance | [ ]  | [ ]  | [x]  | [ ]  |
| Push/Pull/Twist | [ ]  | [ ]  | [x]  | [ ]  |

**On the job you carry:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all(0%) | Occasionally(1-33%) | Frequently(34-66%) | Continuously(67-100%) |
| Up to 10 lbs | [ ]  | [ ]  | [ ]  | [x]  |
| 11-24 lbs. | [ ]  | [ ]  | [x]  | [ ]  |
| 25-34 lbs. | [ ]  | [x]  | [ ]  | [ ]  |
| 35-50 lbs. | [x]  | [ ]  | [ ]  | [ ]  |
| Over 50 lbs | [x]  | [ ]  | [ ]  | [ ]  |

**On the job you lift:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not at all(0%) | Occasionally(1-33%) | Frequently(34-66%) | Continuously(67-100%) |
| Up to 10 lbs | [ ]  | [ ]  | [ ]  | [x]  |
| 11-24 lbs. | [ ]  | [x]  | [ ]  | [ ]  |
| 25-34 lbs. | [ ]  | [x]  | [ ]  | [ ]  |
| 35-50 lbs. | [x]  | [ ]  | [ ]  | [ ]  |
| Over 50 lbs | [x]  | [ ]  | [ ]  | [ ]  |

**This job requires:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Working on unprotected heights | [ ]  | [x]  |       |
| Being around moving equipment | [x]  | [ ]  |       |
| Exposure to marked changes in temperature or humidity | [x]  | [ ]  |       |
| Driving automotive equipment | [x]  | [ ]  |  |
| Exposure to dust, fumes and gases | [x]  | [ ]  |       |
| Working in restricted spaces | [x]  | [ ]  |       |
| Exposure to elevated noise levels for extended periods of time | [x]  | [ ]  |       |
| Moving materials  | [ ]  | [x]  |       |
| Exposure to cleaning chemicals | [ ]  | [x]  |       |
| Operation of equipment and/or machinery | [x]  | [ ]  | General office equipment (copier, fax computer, telephone, and other telecommunications equipment |
| Use of hands for repetitive action  | [x]  | [ ]  | Extensive computer keyboard use |

**ACCEPTANCE STATEMENT**

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Marketing Assistant at MTH. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

**Acknowledgement of Review**

I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MTH Supervisor Signature Date