



Job Description: Marketing & Sales Operations Assistant

The successful candidate will have outstanding communications skills, a positive 'can-do' attitude and a willingness to accept ownership for a diverse range of duties including but not limited to:

- › General support for marketing and sales operations
- › Review inbound leads and manage prospect qualification
- › Assist with the implementation of marketing programs
- › Web site updates
- › Helps track sales data
- › Gather and report requested information
- › Maintain marketing materials
- › Database maintenance
- › Assist with presentation development
- › Manage logistics of customer visits (including demos, materials, catering)
- › Assist with all aspects of events and trade shows (including travel arrangements)

Required Qualifications:

- › Bachelor's degree in business, marketing, journalism or related field
- › 3-5 yrs experience working in a marketing department
- › Proven ability to write marketing materials including web content (provide samples)
- › Exceptional Microsoft Office skills – Word, PowerPoint, Excel
- › Willingness to follow detailed directions on certain projects balanced with the ability to work independently with minimal supervision on other projects

Desired experience:

- › Salesforce.com
- › Constant contact
- › Wordpress
- › Mac familiarity
- › Past work for a software or technology company

Send resume and three marketing writing samples to pr@mersive.com