

The Marketing Assistant will support the marketing team members responsible for RFP submissions, new business presentations, branding and design. Responsibilities include data management, writing content, and formatting presentations. The Marketing Assistant will report to the Marketing & Compliance Manager and collaborate daily with the marketing team. Specifically, the job entails the following essential duties:

1. General marketing/branding support

- Assist the Marketing & Compliance Manager with various marketing projects
- Collaborate with the Marketing Production Coordinator on company updates and other client communications
- Format presentations and ensure branding across all deliverables
- Diligently maintain Marketing task list
- Support the coordination and execution of annual industry events
- Provide back-up support to all marketing team members

2. RFP project management support

- Support the creation of RFPs with the RFP Coordinator
- Review and process information from prospective clients
- Manage new business database (Salesforce)
- Create tables, charts, graphs and exhibits to answer RFP questions
- Proofread final product for spelling, grammar and style, ensuring consistency with Marquette Associates branding and messaging
- Assist with producing a professional-quality, compliance-approved product

3. Other duties as assigned

Qualifications

- Bachelor's degree in Business/Marketing, Writing, English, Communications or Data Analytics
- 1-3 years' experience in a similar marketing role (internships will be considered as applicable experience)
- Excellent written and verbal communication skills, organization skills and attention to detail
- Ability to be responsive, flexible and accountable
- Works well in a team environment and possesses strong interpersonal skills
- Knowledge of visual or graphic design (preferred)

Marquette Associates offers competitive benefits, including medical, dental and vision coverage; flexible spending plans for health care and dependent care; generous time off benefits; 401(k) plan with company match and more.

To apply, please forward your resume to hr@marquetteassociates.com with the subject line "Marketing Assistant – Your Name". **We are an Equal Opportunity Employer. No recruiters will be considered for this position.**