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## Part Time Marketing Assistant \$8-\$10/ Hourly

posted: May 28, 2007, 03:12 AM

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Casual office atmosphere. This position will be responsible for executing a daily marketing campaign. Duties consist of mail merging, printing, assembling and mailing a series of marketing pieces. Further responsibilities include inputting data and overseeing a contact management database in order to mail on specific target dates, and being accountable for timely meeting of these contact goals, which are crucial to our business. Hours are Monday through Saturday, mostly afternoons, approximately 25 hours per week, but will fluctuate with daily workload. The ideal candidate will be mature and conscientious, learn quickly and provide attention to detail. Computer and organizational skills are a must, with an emphasis on Microsoft Office, especially Excel and Publisher. Position has the potential to expand with the opportunity for additional hours and responsibilities.

Location: West County, near Manchester and 270

Salary/Wage: \$8-\$10 per hour, commensurate with experience and availability

Education: High School Diploma

Status: Part-time

Shift: Days and Weekends

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