Title: Marketing Assistant

Location: 1000 River Street, Ridgefield, NJ

Job Type: Part Time

Start Date: ASAP

Job Description:

GD is seeking a sales and marketing assistant to support in-house sales and marketing activities. The ideal candidate is outgoing, energetic, self-motivated, creative and reliable. This opportunity is available for immediate start during spring semester and continue into summer and beyond. You would be working with and learning from our marketing coordinator who started as an intern from MSU.

Primary Responsibilities:

- Advertising Analytics (by Ad, e-Blast, Newsletter, etc.)
- Website Analytics (organic visits, page stats, SEO, etc.)
- Update and maintain social media – YouTube, LinkedIn, Facebook, Twitter, blog
- Assist in coordinating advertising campaigns
- Assist in trade show planning
- Gather customer feedback/data
- Assist with inbound marketing tasks

Qualifications:

- Excellent written and oral communication skills
- Self-motivated can-do attitude
- Ability to think “outside the box”
- Competent in MS Office including Word, Excel, Power point, Publisher
- Able to gather and analyze data
- Comfortable speaking on the phone
- Available to work at least 12 hours a week during semester
- Quick learner
- Preferred candidates are working towards a business/marketing or related degree – ideally in their Junior year however Sophomore & Seniors will be considered.

Application Instructions:

Email resume to careers@general-devices.com along with availability to work during spring semester and summer.

Disclaimer:

Must have legal status to work.