Prudential Financial

Title: Marketing Assistant

Location: East Brunswick, NJ

Job Type: Part-time

Compensation Type: Hourly

Start Date: ASAP

Job Description: Support the manager, financial services in recruiting and general administrative functions. No licenses, appointments or registrations are required. Specific duties and functions are determined by the manager, financial services in accordance with company policy.

Primary Responsibilities:

Recruiting

- Track candidates, update pipeline reports
- Administer candidate testing
- Pull resumes from CareerBuilder, Monster, etc. for the manager to review
- Schedule recruiting appointments for the manager – call and set appointments with candidates
- Support the manager with recruiting fairs by handling logistics, scheduling venues, sending invitations, sending follow up letters, etc.

Administration

- Maintain the manager’s calendar
- Collect client files for the MFS to review
- Update computer and software

Qualifications:

- Client Service skills
- Initiative
- Organizational and time management skills
- Interpersonal and communications skills
- Ability to prioritize work in a busy environment
- Demonstrated ability to work with confidential information
- Ability to work in a team environment
- Familiarity with Microsoft applications, including Word, PowerPoint, and Excel
- Demonstrated ability to continuously learn
**Application Instructions:** Send an email to our TAM (Talent Acquisition Manager) including your resume: Reuben.dealmeida@prudential.com.

**About the Organization:** For 140 years, Prudential Financial has helped individual and institutional customers grow and protect their wealth. We are known for delivering on our promises to our customers, and are recognized as a trusted brand and one of the world’s most admired companies.