Marketing Administrative Assistant-Charlotte, NC

Position Description: Provides overall marketing support to the Business Development/Marketing team by assisting with creation of high quality proposals, presentations, correspondence, and marketing materials.

Essential Duties & Responsibilities

- Assist Marketing Team with coordinating the assembly and production of proposal/presentation process: writing and/or editing text, design layout, graphics, resumes, schedules, etc.
- Create project description sheets, organization charts
- Do local market research when required
- Assist at staff conferences and events
- Update and prepare reference lists
- Monitor, inventory, prepare and assist in the compilation of reference letters
- Update and maintain image scanning / data storage of photos and graphics, qualifications/proposals, new marketing materials and contract and miscellaneous files
- Proofread marketing documents for quality control
- Answer and field incoming phone calls
- Sort and distribute mail
- Monitoring inventory of stock supplies
- Perform all other duties as assigned