

Lawley

INSURANCE | EMPLOYEE BENEFITS

Marketing Assistant - Temporary

Position Focus:

- Position will support our Sales/Marketing Team and their initiatives through December 2018
- Position requires demonstrated experience implementing core design principles (color, typography, layout, structure, content placement, best practices, etc.)
- Seeking a creative mindset, with a broad understanding of social media and company reputation and the ability to follow direction
- Candidates should be prepared to submit a portfolio of recent work if invited for an in-person interview
- Support all Lawley initiatives, as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates ideally possess:

- 1-3 years' experience in a visual production role or on a Marketing Communications Team
- Proficiency in Adobe software (Illustrator, InDesign, Photoshop, Acrobat, etc.) and MS Suite (Word, Excel and PowerPoint)
- Understanding of SEO and web principles
- CMS experience
- Basic video/photo editing experience
- Positive attitude, even in a fast paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your clients' well being
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.