

Lawley

INSURANCE | EMPLOYEE BENEFITS

Marketing Assistant

Position Focus:

- Implement core design principals in projects, adhering to Lawley brand standards
- Maintain all Lawley print biographies
- Keep project updates and statuses in project management system
- Assist Sales & Marketing team in maintaining all marketing assets in one system
- Participate in projects and support to department , and other duties as requested or required
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- One to three years' experience in a visual production role or on a Marketing Communications team
- Associates' Degree or higher preferred
- Proficiency in Adobe software (Illustrator, InDesign, Photoshop, Acrobat, etc.)
- A creative mindset, with a broad understanding of social media and company reputation with the ability to follow directions
- Extensive knowledge of Microsoft Office, including Word, Excel, PowerPoint & Outlook
- Ability to work well independently and on a team
- Incredible attention to detail and organizational skills
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Precise communication skills, even under time constraints

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

- Fulfilling career securing your clients' well being
- Competitive salary, referral bonuses **AND** an annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Work hard, play hard!!!

