



Position for: **Marketing Manager Assistant**

Job type: Full-time position

Location: Round Rock, Texas

The Marketing Department at Southwest Solutions Group® has a great opportunity for someone with a passion for internet marketing with a fast-paced B2B company.

**Job Description:**

We are looking for a self-motivated team player with a passion for internet marketing and an eye for graphic design. You will be part of a fast-paced team managing multiple websites and projects to generate sales leads for a business efficiency company. You must possess a great attitude, critical thinking skills, and enjoy being challenged to learn and grow. This position reports directly to the marketing manager.

**Specific Responsibilities:**

- Manage various projects for several websites, blogs, and eCommerce sites
- Utilize basic graphic design skills for designing business brochures, infographics, case studies, banners, and tradeshow displays
- Generate and manage all aspects of email marketing newsletter campaigns
- SEO of web articles

**Skills and Experience**

- HTML and SEO web optimization experience (required) Adwords is a plus
- Adobe Photoshop, Illustrator, PowerPoint, and Excel (required), InDesign and DreamWeaver, and video editing are a plus
- Experience with WordPress, Joomla, and Volusion are a plus
- Ability to work efficiently and manage multiple projects and deadlines simultaneously with a sense of urgency
- Well organized and detail-oriented
- B2B experience is a plus

**Education:**

Bachelor's degree in Marketing with 1-3 years of experience preferred. Candidates from other streams with a proven experience may also apply.

**Southwest Solutions Group®**

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