

**Subject Line:** [Marketing Assistant Wanted] Full Time In Real Estate Company

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**Who we are:**

- The biggest and fastest growing independently owned real estate brokerage in San Diego
- Voted best Real Estate brokerage the last 3 out of 5 years in the Union Tribune
- 2 Time Inc 500 company
- Over 1 billion dollars in annual real estate sales
- Amazing, fun, and dynamic company culture

**What we're looking for:**

We are looking to add a full time marketing assistant to join our growing team.

The primary responsibility of this position is supporting our head of marketing, office staff, real estate agents, and marketing team in the day to day projects.

**Day to day work would include:**

- Basic video editing
- Writing blog posts
- Optimizing content
- Creating email campaigns
- Managing Social media accounts and posts
- Running Facebook and Google paid traffic ads
- Designing marketing pieces
- Projects assigned by management team

The position will be full time and there is tremendous opportunity to grow with the company.

The person we hire will receive full training in their role.

**Who is a good fit:**

If you enjoy working with a fun, fast paced company and have a creative mind and attention to detail, we want to work with you! We have a great company culture and are looking for someone who will fit in with our team.

Learn from 2 of the top marketers in the industry and develop the right skill set for long term success.

This is more than a job...this is an opportunity for long term grow with one of San Diego's fastest growing companies.

**Skills Needed:**

- **Must be VERY creative and have great attention to detail**
- Ability to multi task and work on multiple projects at once
- Understanding of wordpress
- Being able to write/create compelling content
- Knowledge of marketing funnels
- Managing bloggers and content creators
- Design skills (Photoshop, Canva etc)
- An organized approach and excellent time management skills.
- Good communication skills.
- Setting up automated software systems
- The ability to work well as part of a team.
- Proficient with Microsoft Office products (Word, Excel,Adobe etc)

**Skills Preferred:**

- Search engine optimization
- Video Editing

**How to apply:**

- Send applications to xxxxxx@xxxxxxx.com
- Include Resume, list of 3-5 references, along with 5 reasons we should hire you

**Compensation:**

- XXXXX/hour