

## The Grind

Position: Office Assistant

Location: Mobile, AL

Organization: The Grind

Compensation: \$7.25/hour

Department: N/A

Number of Openings: 2

Duration: June 5, 2017- June 30, 2017

Time Requirements: Part time, 15-20 hours/week

Required Academy: Business and Marketing

GPA Desired: None

Start Date: June 5, 2017

### Job Description:

- Promote the company and events through social media marketing.
- Event planning, design and production.
- Organizing facility details such as décor, catering, entertainment, guests lists, etc.
- Update and maintain databases such as mailing lists, contact lists and client information.
- Call prospective customers by operating telephone equipment.
- Influences customers to buy services and merchandise by following a prepared sales talk to give service and product information and price quotations.
- Create marketing materials.

### Qualifications:

- Knowledge of Microsoft Word and Excel
- Knowledge of social media platforms such as Facebook, Twitter, and Instagram
- Ability to communicate with potential customers
- Customer service skills
- Familiar with Microsoft Publisher or Adobe products preferred
- Must be a willing and quick learner
- Must have own transportation
- Must hold junior status