



Phenix Technology, Inc.
12391 Sampson Street, Suite H
Riverside, California 92503
951-272-4938

Job Title	<i>Marketing Assistant</i>
Department	<i>Marketing</i>

Job Description

Under the supervision of the Marketing Director, you will assist with a variety of tasks such as the creation of marketing materials, staging of tradeshow booths, filming and editing of videos, and the capturing of analytic data.

Duties and responsibilities

- Help collect quantitative and qualitative data from marketing campaigns
- Perform marketing analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (i.e. social media, direct mail, and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Help organize marketing events

Minimum Qualifications

- Willing to embrace our Lean culture
- Willing to make suggestions and drive improvements daily
- An eye for design
- Basic knowledge of photography and camera functions
- Ability to work autonomously with minimal direction on creative projects
- Enrollment in a degree program at an accredited institution
- Strong attention to detail
- The ability to take constructive criticism
- Experience with Adobe Photoshop
- Experience with different Social Media Platforms
- Ability to multi-task with adherence to strict deadlines
- **Bilingual in Spanish**

Ideal Candidate Qualifications

- Knowledge of Microsoft Excel including formula and conditional formatting, graph building, and overall data reporting
- Strong skills in the Creative Adobe Suite including but not limited to Photoshop, AfterEffects, and Premiere Pro
- Experience in filming videos
- Strong editing skills using editing software such as Premiere Pro
- Excellent interpersonal skills
- High level of integrity and professionalism



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Physical requirements

While performing the duties of this job, the employee may be required to do the following:

- Frequently required to sit, walk and talk or hear; use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally climb or balance, stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Vision should be correctable to accurately read small font writing.

Approved by:	
Date approved:	
Reviewed:	