**Artelye Marble & Granite Marketing Assistant**

Artelye Marble & Granite is in search of a marketing assistant starting January 2019 that is passionate about brand strategy, marketing design, advertising and social media strategy.

**About Artelye**

Artelye Marble & Granite, located in Beltsville, MD, has been a leading supplier of granite and quartz countertops for over 20 years. We supply granite to the residential, commercial and builder markets with an excellent reputation backed by our customers and years of experience. We have several sub-brands that require adherence to clear brand guidelines and differentiated social media content, including Artelye Marble & Granite, UrbanSource Countertops (Raleigh, NC), Maryland Granite, CountertopsHD, and more.

What you **won’t** be doing as a marketing assistant:

1. Getting coffee / lunch orders
2. Answering phone calls and sorting emails
3. Looking at spreadsheets all day
4. Posting meaningless content on social media

What you **will** be doing as a marketing assistant:

1. Assist in designing and implementing a comprehensive marketing plan for Artelye Marble & Granite and UrbanSource Countertops
2. Utilize Adobe Creative Suite to create marketing collateral such as brochures, posters, and infographics
3. Research appropriate paid media channels for Artelye’s advertising needs
4. Create social media schedules, design content (including video content), and auditing our performance on a monthly basis
5. Oversee the designing and ordering of marketing materials from various vendors
6. Monitor online reviews and work to improve company image through engagement with customers
7. Complete/assist in special projects such as website redesign, communications strategy, and branding efforts.

Position requirements:

* Majoring in Marketing or related field
* Skilled to proficient in with Adobe Creative Suite
* Basic video editing skills
* Basic knowledge of web design, customer relationship management, and marketing strategy

We are looking for someone who is a self-starter and eager to learn. This position offers great autonomy and independence while providing direct support from our Director of Operations and CEO. Artelye marketing assistants are always welcome to take on new projects and suggest marketing strategies that will help generate leads and improve costumer perception. If you’re looking for great experience at a location very close to campus, this is the position for you! Please email your resume and cover letter to Director of Operations Sheila Bishoff at [s.bishoff@artelye.com](mailto:s.bishoff@artelye.com).