# Marketing Assistant

Global CTI is looking for a Marketing Assistantto support the marketing department’s lead generation efforts. This is a part time position and the hours are 10am-2pm, Monday-Friday.  You will primarily be calling prospects and setting appointments for our sales team – so you must be comfortable talking on the phone.  Additional tasks include social media posting, flyer canvassing, email outreach and event coordination.  You must be reliable and hardworking with great communication skills. The ideal candidate will also be familiar with office equipment and procedures.

Responsibilities:

* Call prospects and customers to set appointments with the sales team
* Create target list/packets for flyer canvassing and distribute 50 packets per week to local businesses
* Post on company’s social media accounts
* Drive attendance to company-sponsored events
* Follow-up with cold prospects and conference attendees
* Perform other marketing duties as assigned

Requirements:

* Excellent communication skills (Must be able to speak confidently on the phone)
* Familiarity with general office procedures and equipment
* Good organizational abilities
* Knowledge of MS Office applications
* Knowledge of social media platforms (Facebook, LinkedIn, Twitter)
* High school diploma

Global CTI is a unified communications company headquartered right here in Bakersfield.  We design, sell and install phone systems, emergency notification systems, voice and data services to businesses, schools and other organizations throughout the state.  We enjoy a culture of fun around here and work hard to do what’s best for our clients and employees.  If you like what you’re reading and think you fit the bill, send over a thoughtful cover letter and resume to KPitts@GCTI.com