**Marketing Coordinator**

Pierce Group Benefits (PGB) is a full-service employee benefits brokerage firm that designs and communicates comprehensive benefit packages for large employers in the North Carolina, South Carolina, and Virginia Public Sector markets.

We are currently searching for a zealous, intermediately experienced individual with excellent communication, organization, and multi-tasking skills to join our team as a Marketing Coordinator.

**60% of this position is remote with 2 days a week in-office for department collaboration. A company-issued laptop will be provided (your choice of Windows or Mac) for use in- and out-of-office. Please keep your commute in mind when applying for this position as it is NOT fully remote.**

The Marketing Coordinator’s responsibilities include, but are not limited to:

* Undertake daily administrative tasks to ensure the functionality and coordination of the department’s tasks and projects
* Support the Director of Marketing in organizing/scheduling and completing various tasks and projects
* Employ marketing analytics techniques to gather important data (social media, web analytics, client analytics, etc.)
* Prepare, complete, and/or deliver incoming requests as needed
* Compose and post online content on the company’s website and social media accounts
* Design on-brand print and digital promotional materials (flyers, postcards, etc.)
* Write and/or edit copy and content writing for both print and digital applications

Requirements:

* Two- or four-year degree in Marketing, Business, Graphic Design or equivalent, actively working towards either is equitable
* Minimum one (1) year of experience as a Marketing Coordinator or equivalent
* Proficiency with Microsoft suite — Word, Excel, PowerPoint, Outlook, and Teams
* Knowledge and experience in navigating and enhancing WordPress websites
* Exceptional graphic design abilities, experience with Illustrator, Photoshop, and InDesign
* Experience using Canva Pro
* Excellent grammar, writing, and editing skills with high attention to detail
* Effective communicator across multiple channels/mediums
* Demonstrable ability to multi-task and adhere to deadlines
* Good understanding of office management and marketing principles
* Excellent project planning, tracking and organization skills

Preferred Certifications:

* Google Analytics for Beginners, actively working towards is equitable

**Pierce Group Benefits offers a variety of benefit options including health, dental, vision, life insurance, disability benefits, 401k retirement benefits, and additional supplemental benefits, as well as paid holidays and 3 weeks of paid time off.**

If you are interested in this position, please send your resume along with a cover letter to [jobs@piercegroupbenefits.com](mailto:jobs@piercegroupbenefits.com).