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**Pierce Group Benefits** is currently the largest provider of employee benefits consulting and administration in North Carolina's public sector. Our firm is a full-service employee benefits brokerage that builds comprehensive benefits packages for employers in North Carolina, South Carolina, and Virginia.

We are searching for a driven, entry-level individual with great communication, organization, and multitasking skills to join our team as a Marketing Assistant.

**60% of this position is remote with two (2) days a week in-office for department collaboration. A company-issued laptop will be provided 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 Assistant's responsibilities include, but are not limited to:

- Support the Director of Marketing with daily administrative tasks to ensure smooth functionality and coordination of the department
- Manage incoming requests and communications within the Marketing email inbox and project management system
- Uphold department processes and standards during interdepartmental collaboration and communication
- Assist with various tasks and projects as needed
- Update spreadsheets, databases, inventories, and contact lists as needed
- Assist in the organization/execution of various internal or external events and campaigns
- Attend various external client events; both as lead and as assistant, depending on event
- Other duties as assigned

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 Assistant or equivalent
- Proficiency with Microsoft suite — Word, Excel, PowerPoint, Outlook, and Teams
- 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
- Company-sponsored travel for various events and projects will be required

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