

SHERMAN'S

Position: Marketing Assistant

Reports To: Marketing Manager

Essential Functions:

- Demonstrate and adhere to Sherman's Core Values
- Support the marketing team with planning, designing, producing, implementing, and monitoring promotional & branding campaigns
- Create and manage website product feed data
- Manage and create product images using photography pod
- Write creative and compelling descriptions for products
- Support in organizing various projects
- Assist with the production of marketing materials
- Provide administrative support to the Marketing Department.

Education:

Essential: Associates degree in business related field

Licenses and Certifications:

Desired: Valid driver's license, insurable driving record, reliable vehicle, and proof of insurance

Knowledge, skills, and abilities:

- Working knowledge of Microsoft Office Suite and electronic mail.
- Basic knowledge of photo editing software.
- Effective verbal and written communication skills.
- Able to develop strong working relationships.
- Strong knowledge of DSLR cameras.
- Able to work independently and in a team environment.
- Strong organizational and time management skills.
- Knowledge of safe work practices.
- Able to follow oral and written directions and specific rules, regulations, and processes and apply them to a variety of situations.

Working Conditions:

While performing the duties of the job, the employee is frequently required to stand, walk, stoop, bend, climb, push, pull, twist, sit, reach with hands and arms, use hands to finger, handle, or feel objects. The employee is occasionally required to read and interpret, listen and talk. Specific vision abilities required by the job include close vision, distance vision, color

vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to lift up to a maximum of 25 lbs. The noise level in the work environment is quiet to moderate. Travel may be required.

Work Schedule: Part-time, Generally weekdays, Monday through Friday 25-28 hours. May include evenings, weekends, and holidays. Additional hours may be required.

FLSA: Non-Exempt

Date: September 2024