

Marketing/Executive Assistant to CEO
Job Description

Earth Wall Products is a supplier of retaining wall systems and construction materials used in residential, commercial, industrial, DOT and rail applications. Earth Wall Products is seeking a Marketing/Executive Assistant to CEO to be a part of a rapidly growing company changing the industry with innovative products located in Smyrna, GA.

Marketing

- Advertising (create ads for trade magazines and search for new slots).
- Preparation and maintenance of marketing materials
- Graphic Design
- Preparation of case histories
- Marketing assistance to licensees and sales engineers.
- Social Media Platform Management (LinkedIn, Facebook etc.)
- Trade Show Planning
 - Organize and plan exhibits
 - Registrations
- Website Management
 - SEO check-ins, update all pages, create new pages when needed, etc.
- Presentations/Webinar Coordination
 - Prepare PowerPoints and technology for webinars
- Photography & Video Work
 - Archive photos and video
 - Film/Edit photos and video

Executive Assistant to CEO

- Calendar Management
- Patent management
 - Archive all patent information received from attorneys and make sure CEO signs off on any deadlines
- Travel Planning (hotels, flights, rental cars, etc.)
- Research for CEO
 - Behind the scenes research on people, trade shows, competitive products etc.
- Editing, preparation, and management of correspondence

To apply, please send your resume to Jennifer Calvert (jcalvert@earthwallproducts.com) with subject line: Marketing/Executive Assistant to CEO Resume