



Marketing Assistant

Company Information

Headquartered in Lenexa, Redemption Plus is North America's premier source for redemption toys and incentive merchandise. The company makes it easy for Family Entertainment Centers and Educational Learning Centers to deliver a positive customer experience with redemption prizes, novelty plush, crane & merchandiser kits, and party goods. A wholesale toy distributor with 15 years of trusted industry expertise, Redemption Plus provides management consulting to help customers attract and entertain guests while maximizing profitability. For more information on Redemption Plus, please visit www.redemptionplus.com

Job Summary

The Marketing Assistant position is responsible for supporting the Marketing Specialist with the marketing plan, including trade shows, catalogs, print media, public relations, email campaigns, social media, ecommerce, and customer retention programs. This role will also perform a variety of administrative, clerical and technical duties related to project management.

The desired candidate must be creative, self-motivated, energetic, customer focused, a great communicator and have great follow-thru and strong organization skills with a keen attention to detail.

Job Duties and Responsibilities

- Assist the Marketing Specialist with daily tasks associated with the marketing plan, including trade shows, catalogs, print media, public relations, email campaigns, social media, ecommerce, and customer retention programs.
 - Assist with trade show preparation, specifically travel arrangements and assembling trade show shipments
 - Review and proof creative projects
 - Manage and track multiple email marketing campaigns
 - Manage various customer retention programs for our new and valued clients
 - Track project progress, manage deadlines
- This role will perform a variety of administrative, clerical and technical duties in addition to the responsibilities listed above including:
 - Proof reading, editing and data entry or tabulation
 - Website monitoring, content loading, proofing and testing
 - Lead management
- Some travel required (10 – 15%)

Education & Experience

- Bachelor's Degree in Marketing, Communications, Advertising or related field
- Some experience in a retail marketing or customer service role
- Effective business writing with a superb grasp of the English language and strong grammar skills
- Great attention to detail while performing writing and accounting activities
- Above average or greater use of Microsoft products including Word, Excel and PowerPoint
- Some experience with Photoshop, InDesign and Basic HTML
- Prefer some experience with WordPress, Constant Contact or similar systems, JavaScript and XML, and social media tools as an administrator
- Must have a positive "whatever it takes" attitude

Candidates for this great opportunity must send your resume/cover letter to: hr@redemptionplus.com

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