



900 Jackson Street, Suite 535 Dallas, TX 75202  
Main Number (214) 741-1700 | Toll Free (800) 656-4232  
info@verdinlaw.com

## Marketing Assistant Position

July 19, 2017

### About the Position:

- Optimize our marketing automation and lead nurturing processes through email and social channels
- Grow new leads, convert calls into leads, and nurture them into becoming clients
- Assist in expanding our digital marketing efforts
- Complete various tasks assigned by upper management

### About You:

- Bilingual (Spanish and English)
- BA/BS degree or equivalent work experience
- Some past experience in marketing preferred
- Excellent Customer Service Skills
- Strong oral and written skills to communicate with clients and potential clients from all walks of life
- Creative thinker with an ability to use data to make informed decisions on sales/marketing
- Ability to multitask and work independently
- Hardworking, reliable, and trustworthy
- Great attitude and team work mentality

If you think you are the person for this job, please send your resume and expected pay to [info@verdinlaw.com](mailto:info@verdinlaw.com) and type "Marketing Assistant Position" on the subject line.