

<b>Job Title</b>	Marketing Admin Assistant
<b>Short Description</b>	The Marketing Administrative Assistant requires an energetic, self-motivated, organized and creative individual to work closely with the Marketing team in delivering support in all aspects of the marketing department.
<b>Full Description</b>	<p>GREAT opportunity to join our corporate Marketing team!</p> <ul style="list-style-type: none"> <li>• 99% of the cost of employee healthcare covered by the company</li> <li>• 100% of the cost of dental and vision covered by the company</li> <li>• Mission dedicated to serving the credit union members (our consumer)</li> <li>• Culture focused on employee engagement</li> </ul> <p>Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, “To help our members achieve financial success by providing exceptional products and service.”</p> <p>Summary: The Marketing Administrative Assistant requires an energetic, self-motivated, organized and creative individual to work closely with the Marketing team in delivering support in all aspects of the marketing department.</p> <ol style="list-style-type: none"> <li>1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises.</li> <li>2. Maintain marketing monthly budget documentation/spreadsheets.</li> <li>3. Process all incoming invoices.</li> <li>4. Monthly reconciliation of Marketing and Member Development Department credit cards and assist with department leadership monthly corporate credit card reconciliations.</li> <li>5. Monthly reconciliation of CMN account and assist with CMN fundraising efforts/logistics.</li> <li>6. Assist in completion of monthly board reports as needed.</li> <li>7. Assist Member Development in processing pre- and post-conference and convention accounts and contest entries – including coordination of emails to members and prospective members.</li> <li>8. Provide logistics and Symitar support on Youth Development Programs including Good Grade Bonus, Drawing/Coloring Contest, and Scholarship Entries.</li> <li>9. Provide logistical support for Marketing Department meetings – including agenda prep, room reservations, catering, etc.</li> <li>10. Assist with Marketing/Member Development staff conference registrations and reservations, as well as occasional accommodations for board members attending conferences.</li> <li>11. Update organization deposit and loan rate information to members as needed and on respective platforms.</li> <li>12. Open and distribute Marketing Department mail.</li> <li>13. Update or create Marketing Department forms.</li> <li>14. Order Supplies as needed for Marketing Department.</li> <li>15. Update and log “No Marketing Materials” requests from members.</li> <li>16. Update “Branch Closed” signs.</li> <li>17. File all Marketing Department paperwork and archive marketing files.</li> <li>18. Receive all vendors and guests for the Marketing Department.</li> <li>19. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.</li> </ol>

20. Perform other reasonable duties as assigned.

Desired Qualifications:

1. Excellent record of punctuality and attendance.
2. Strong PC and software proficiency, including Microsoft Suite (specifically Word and Excel).
3. Knowledge of Adobe Acrobat document handling/editing.
4. Organizational and multi-task skills essential.
5. Ability to work in a dynamic environment that may provide specific direction, operate as a team member, and function with a measure of autonomy.
6. Knowledge of APCU products and services offered to our members
7. Displays a professional and competent demeanor when representing the Marketing Department and the Credit Union.

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The requirements for the position listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.

A credit report will be generated and reviewed for all applicants.

<b>Education</b>	High School required, some college or degree preferred
<b>Additional Comments</b>	
<b>Credit Union</b>	Atlanta Postal Credit Union
<b>State</b>	Georgia
<b>Contact Name</b>	Ginger Wallis
<b>Email</b>	gwallis@apcu.com
<b>Phone</b>	770-617-9057
<b>Fax</b>	
<b>Expiration Date</b>	07/29/2022