

Job Title	Marketing Operations Assistant
Short Description	The Marketing Operations Assistant must be energetic, self-motivated, organized and creative individual to work closely with the Credit Union's Marketing, Member Development and Community Development teams in delivering support in all aspects of credit union marketing. This position involves a great deal of Project Coordination and Administrative support-type work.
Full Description	<p>GREAT opportunity to join our corporate Marketing team!</p> <ul style="list-style-type: none"> • 99% of the cost of employee healthcare covered by the company • 100% of the cost of dental and vision covered by the company • Mission dedicated to serving the credit union members (our consumer) • Culture focused on employee engagement <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>The Marketing Operations Assistant must be energetic, self-motivated, organized and creative individual to work closely with the Credit Union's Marketing, Member Development and Community Development teams in delivering support in all aspects of credit union marketing. This position involves a great deal of Project Coordination and Administrative support-type work.</p> <p>Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises 2. Prioritize and enter projects and tasks into project management system. 3. Help monitor project management system to ensure projects and tasks are on track to meet assigned due dates. 4. Communicate project and task statuses to Marketing Operations Manager and VP of Marketing. 5. Serve as liaison for marketing product inventory system. 6. Order, enter and manage marketing product inventory. 7. Assist with marketing research for reports and projects. 8. Help manage marketing campaign calendar. 9. Develop marketing fact sheets and procedures. 10. Respond to general marketing inquiries. 11. Help gather and organize materials for audits. 12. Assist with document review and creation. 13. Collaborate with Marketing Operations Manager to establish, identify and communicate timelines, priorities and deliverables to ensure goals are met to stakeholders. 14. Assist in completion of monthly board reports as needed. 15. Assist in processing pre- and post-conference, convention accounts, contest entries and other data entry as needed. 16. Help update and create Credit Union forms. 17. Assist with logistics and Symitar support for Marketing initiatives. 18. File all Marketing Department paperwork and archive marketing files.

- 19. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises.
- 20. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.
- 21. Perform other reasonable duties as assigned.

Desired Qualifications:

- 1. Strong PC and software proficiency, including Microsoft Suite (specifically Word and Excel).
- 2. Previous experience in an administrative support, marketing or project coordination role, and/ or credit union experience.
- 3. Excellent record of punctuality and attendance.
- 4. Knowledge of Adobe Acrobat document handling/editing.
- 5. Organizational and multi-task skills essential.
- 6. Ability to work in a dynamic environment that may provide specific direction, operate as a team member, and function with a measure of autonomy.
- 7. Knowledge of Credit Union products and services offered to our members
- 8. 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.

Education	High School; Associates or College degree preferred
Additional Comments	
Credit Union	Atlanta Postal Credit Union
State	Georgia
Contact Name	Ginger Wallis
Email	gwallis@apcu.com
Phone	404-684-8085
Fax	
Expiration Date	07/29/2022