



ssb enterprise llc  
Position Description  
Marketing Assistant

**The Company**

ssb enterprise (ssb) is a minority woman-owned training and marketing consulting firm located in Washington, DC. Our mission is to provide cost efficient, value-added training and marketing consulting services that focus on our client's immediate and long-range business priorities. We partner with our clients to drive growth by enhancing communication, understanding critical business objectives, strengthening leadership and team collaboration within organizations. Our specialties include training, curriculum development, management and marketing consulting.

**The Position**

The Marketing Assistant position is a result of company growth. The goal of this position is to contribute to the overall mission and direction of the firm. The successful candidate must be a self-starter, with excellent communication and interpersonal skills. Responsibilities will include contributing to the annual profitability and long-term vision of the company. This position might require some Saturday commitment.

**Job Responsibilities**

Cultivate new business contacts  
Administrative duties (data entry, answering phones, write correspondence emails, letters, press releases, and memos)  
Assemble client packages  
Ability to manage work to meet deadlines  
Other duties as assigned

**Job Skills**

Dynamic interpersonal skills  
Excellent oral and written communication skills  
Internet Savvy  
Professional Attitude  
Proficient in Microsoft Office –Word, PowerPoint, Excel, Publisher  
Leadership Skills  
Detail Oriented and Customer Focused  
Business Maturity

**Requirements**

Min 2 years of experience working in a business environment  
Proven track record of leadership accomplishments  
Previous sales skills a plus

**Education**

BS Degree required

Strongly encourage Graduate students to apply (Communications, Marketing, Business Management, and Organizational Development)

**Location and Travel**

Position is located in Washington, DC. Out of town, travel is approximately 10%.

Please fax or email cover letter and resume to (202) 537-1667 or [info@ssbenterprise.com](mailto:info@ssbenterprise.com). **No telephone calls.** ssb enterprise llc is an Equal Opportunity Employer.