

OPEN POSITION
WEB & MARKETING ASSISTANT

MARCH 2019





TBH Creative is an internet strategy agency founded in 2004 by Tatum Hindman. We are a small, motivated team, and we work on awesome projects. We are hard-working. We never miss a client deadline.

Our office is located in Carmel, Indiana, in the Yeager Office Suites of Carmel (Keystone and Carmel Drive).

TBH Creative's **web & marketing assistant** is responsible for handling a variety of production tasks and administrative needs.

If you are interested in working in a fast-paced, small business environment and love website/digital marketing, you may be a good fit.

Our ideal candidate should be a self-starter and good communicator who isn't afraid to ask questions. We are looking for someone detail-orientated who has the ability to wear multiple hats, strives for excellence, and is looking for a daily opportunity to learn and grow.





What we're looking for

We are looking for an individual with the following unique characteristics:

- **Organized and detail-oriented:** You are thorough, and pay attention. You don't mind multi-tasking, appreciate the need for accuracy, request constructive criticism, and are always looking for ways to improve and streamline processes. You cover all the bases, always asking questions early to avoid problems later on.
- **Punctual and reliable with good time management skills:** You are self-motivated and use your initiative to meet deadlines. You want to work in an entrepreneurial environment where schedules (and project needs) shift regularly. You prefer to overachieve rather than play it safe and under deliver.
- **Friendly, calm, and customer service-focused:** You have exceptional interpersonal skills and understand that doing administrative tasks well and on time is an absolutely essential part of your success in this role. You enjoy the idea of interacting daily with clients (and leads) by phone, email, and in-person and doing what you can to make them feel like the TBH Creative staff is diligently handling their digital marketing needs.
- **Tech-savvy and embraces change:** You aren't afraid to dive in and learn how to use new programs, and you have a desire to keep learning and developing new skills. You get bored quickly when things are too easy and love new challenges, and you're motivated to share ideas and take risks when opportunities present themselves.
- **Proactive and helpful:** "How can I help you today?" is your mantra. Your can-do attitude makes you a reliable A-player. You anticipate team needs and find ways to use your skills to help everyone on TBH Creative's very collaborative team.
- **100% engaged:** Everyone on the TBH Creative team is passionate about helping our clients succeed, and you are the same, interested in learning the ins-and-outs of the services we offer. This isn't just a paycheck. You're fully invested in making sure clients' goals are met.



Skills / experience

MUST-HAVE

- Excellent written and verbal communication skills; good with customers
- Flexible; ability to handle various (and changing) tasks from day to day
- Quick learner and ability to research on their own and find answers
- Marketing or web background or education
- Website content management software experience
- Marketing writing and editing skills (e.g. blog articles, social media content, downloadable offers, website pages)
- Basic photo editing skills
- Desire to work in a fast-paced, small business environment
- Proficient using Microsoft Office: Word, Excel, Outlook, PowerPoint
- Familiar with cloud storage and file sharing, e.g. Dropbox, Google Drive
- Comfortable working in a PC/Windows environment

DESIRED/BONUS

- Prior experience working at a web or marketing agency
- Graphic or web design talent
- Email marketing automation experience
- Hubspot and inbound marketing experience/certifications(s)
- Proven social media experience for business
- Photography and/or video editing skills
- Google Analytic certification
- Google Ads experience

ARE YOU A GOOD FIT?

LET US KNOW BY FILLING OUT
OUR ONLINE APPLICATION

Know someone? Please send them to TBH Creative's website:

<http://www.tbhcreative.com/careers>

THANK YOU