

# TEMPORARY MARKETING/ADMINISTRATIVE ASSISTANT

The Summit at First Hill, part of Kline Galland's family of services is currently seeking a Temporary Marketing/Administrative Assistant for our large Independent and Assisted Living facility on Capitol Hill. The Summit is dedicated to delivering the highest standards of life and care to residents in assisted living and independent living areas. The Marketing/Administrative Assistant works in accordance with established policies and procedures of the organization with specific instruction from the Marketing Director and Management Team. The position provides support for all Marketing and Move-In procedures and includes receptionist responsibilities, managing administrative functions, coordinating events, completing reports, serving in a hospitality role, managing marketing material inventory and providing other administrative support functions as needed.

## **Job Requirements:**

- HS Diploma or equivalent
- Associates Degree or equivalent from a two-year college; or six (6) months to one (1) year related experience and/or training; with a concentration in Marketing preferred.
- 2 years' experience in sales and marketing with senior living or an equivalent combination.
- Must enjoy working with seniors.
- Superior relationship building, networking, and customer service skills
- Strong organization skills, able to multi-task, and can manage time to meet frequently changing deadlines in a fast-paced environment
- Computer literate with working knowledge and experience with the latest version of Windows, MS Office and Social Media. CRM experience preferred.
- Works in a team responsibly and independently without direct supervision.
- Ability to work under pressure, meet deadlines, with accuracy
- Must be able to maintain a courteous, friendly and helpful attitude at all times.
- Excellent communication skills; ability to present information and respond to questions from all levels of staff as well as residents, visitors, vendors and the public
- Ability for flexible schedule and work overtime as needed to perform job functions
- Demonstrated knowledge of appropriate skills for communicating with individuals of all ages, especially older adults.
- Knowledge of Jewish culture & customs preferred.

## **Responsibilities:**

- Helps manage the admissions process to ensure resident and family satisfaction
- Helps maintain a network of referral sources, providing information via marketing materials or presentations as needed

- Helps develop, manage, and monitor new marketing campaigns
- Manages inventory of marketing materials and adheres to set budgets
- Works with outside vendors for production of marketing and sales materials
- Conducts research and analyzes results as needed
- Provides administrative support (faxing, scanning, filing and mailings etc.) in a variety of facets to the management team, including the Administrator and Directors
- Follows all company policies, procedures, and business ethics codes
- Attends all staff meetings, trainings, and educational classes as required

*We are and always will be an EQUAL OPPORTUNITY EMPLOYER / Minorities / Female / Disabled / Veteran*