

*NC Custom is the promotional products arm of Nassau Candy, a leading importer, manufacturer and distributor of candy, specialty confections, fine food. Its family of brands include Chocolate Inn, Taylor & Grant, Lanco, Amusemints and SPD / Shoreline.*

We are currently looking for a well-rounded and enthusiastic **Marketing Administrator** to join our growing and cutting-edge marketing team!

The ideal candidate will have 2 to 5 years of experience in a similar role, and will be responsible for:

- Managing marketing calendar for all divisions (catalogs, email blasts, social media posts, content, etc)
- Assisting in creation of catalogs, brochures and sell sheets for both sales and marketing
- Creating and posting weekly content to all social media channels including LinkedIn, Twitter, Facebook, Instagram, and YouTube
- Coordinating and setting up weekly marketing and sales emails via Constant Contact
- Providing daily support to the marketing and sales department.
- Coordinating flow of marketing information to all internal teams
- Helping to coordinate and plan/setup all virtual and in person trade shows
- Managing all website content including posting of press releases, case studies, white papers, videos, and social media content.
- Making sure all product data is up to date, working with photo department and PD to ensure all information is accurate and posted
- Researching industry trends and doing competitive analysis of competitor products.
- Assisting with all advertising and marketing initiatives on all industry platforms

Time management and project management skills are essential to this job!

Excellent opportunity to join a stable and growing company.

We are an Equal Opportunity Employer

Job Type: Full-time