



Title: Marketing Assistant

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Work Location: Midtown - NYC, New York,

### **Description**

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Marks Paneth LLP, a premier accounting firm with origins dating back to 1907, is ranked the 30th largest accounting firm in the nation and one of the top 10 largest in the Mid-Atlantic region, as reported by Accounting Today. With a team of nearly 700 professionals, including more than 90 partners, Marks Paneth provides a full range of audit, accounting, tax, consulting, trade remediation and valuation services, as well as litigation, forensic accounting and financial advisory services. We primarily serve domestic and international middle market, privately-held and family-owned businesses, as well as high-net-worth individuals and their families. Readers of the New York Law Journal have ranked Marks Paneth as one of the area's top three forensic accounting firms for six consecutive years.

Our firm takes pride in its depth of industry knowledge, and has developed specialized practices across a range of industries including real estate; hospitality; manufacturing, wholesale and distribution; retail; theater, media and entertainment; nonprofit, government and healthcare; and financial and professional services.

Marks Paneth's Advisory Services Group helps public company CEOs, CFOs and audit committee members proactively manage complex financial transactions and reporting requirements. The firm also provides information technology consulting services to small and medium-sized companies and nonprofit organizations through its subsidiary, Tailored Technologies, LLC.

Marks Paneth's membership in Morison KSi Ltd., a leading international association for independent business advisers, financial consulting and accounting firms, facilitates service delivery to clients throughout the United States and around the world.

Marks Paneth is headquartered in New York City, with additional offices in New York State, New Jersey, Florida, Pennsylvania and Washington, DC.

**Summary:**

The Marketing Assistant will be responsible for supporting the marketing team in the administration and coordination required to plan and implement the firm's internal and external marketing activities. The role includes the following activities, but is not limited to:

- E-campaigns
- Ad production and sizing
- Website publishing
- Payment processing and budget tracking
- Meeting planning and scheduling
- Seminar and event support
- Press release distributions
- Maintain inventory of promotional materials (brochures, flyers, giveaways, etc.)
- Update collateral (including business cards, sell sheets, etc.)
- Coordinating mailings
- Work with external vendors
- Marketing package production
- Market/competitor research

**Required Skills**

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**Experience and other requirements:**

- College degree or equivalent experience in related field
- Previous corporate/office experience is a major plus
- Professional demeanor
- Excellent verbal and writing skills (spelling and grammar)
- High competency in Microsoft Office and Adobe Acrobat applications, including Illustrator, Photoshop, PowerPoint and Excel, required; InDesign competency is a plus
- Experience using Salesforce or other CRM database, desired
- Ability to pay attention to detail, multi task, take initiative and work independently

- Extremely well-organized and accurate

**Location - Mid-town Manhattan, with some travel to Purchase, New York (10%)**

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, marital status, citizen status, age, disability, military or protected veteran status, genetic predisposition or carrier status or any other legally protected status. Marks Paneth takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

**Kind:** Full Time

**Level:** Staff Position

**Apply**

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