

Job Title: Marketing Assistant
Location: Los Angeles (Hybrid - remote)
Company: Ad.net

About Ad.net

For over two decades, Ad.net has been the leader in independent search technology, working with premium brands and publishers to generate millions in annual incremental revenue.

When your average employee tenure is 10 years or more, you must be doing something right. Our team thrives on collaboration, mutual success and excellent snacks.

As we continue to grow, we're looking for a motivated, hard-working, entry-level **Marketing Assistant** to join our expanding Marketing team and help execute the strategies that drive our success.

Role Overview

As a **Marketing Assistant**, you will be an integral part of our marketing team, working under the guidance of managers and directors. You'll assist in creating and activating various marketing materials across multiple platforms—presentations, trade shows, social media, paid advertising, websites, and more.

Your attention to detail and organizational skills will ensure that campaigns are executed flawlessly and on time. You'll play a vital role in supporting project management, creating content, and monitoring performance and workflow.

In addition to your marketing responsibilities, you'll also contribute to the project management of key marketing initiatives, working with cross-functional teams to ensure smooth coordination and on-time delivery.

Key Responsibilities

- **Collaboration:** Work closely with the Marketing Manager, design teams, and other departments to align marketing strategies with business goals.
- **Project Management:** Assist in coordinating marketing projects across different teams, ensuring deadlines are met and tasks are completed in a timely manner. Help manage project timelines, track progress, and communicate updates to stakeholders. Organize meetings, coordinate resources, and ensure that project deliverables align with campaign goals.
- **Proofreading & Quality Control:** Review and polish marketing content, ensuring consistency, accuracy, and brand alignment.
- **Content Creation:** Assist in developing content for digital ads, social media posts, email newsletters, blog posts, and website content.
- **Market Research:** Conduct research on market trends, competitor activities, and customer behavior to inform content and campaign strategies.

Qualifications

- Degree in Marketing, Communications, Business, or a related field (or equivalent experience).
- Marketing/PR/Business experience - MUST at least have had an internship in a related field.
- Excellent written and verbal communication skills with serious attention to detail.
- Strong organizational and project management skills—ability to handle multiple tasks simultaneously.
- A self-starter with a proactive attitude and eagerness to learn.
- Ability to work without supervision.
- Quick study / Fast learner
- Understands that being on time means being 5 minutes early, and that there is no time like the present.
- Can-do attitude.
- Prefer someone Los Angeles-based - we require you to be on-site in our office in Century City one day a week - the rest of the time you will work remotely. It is possible we may need you a second day due to workflow, so please be flexible to that option.
- Home office must have reasonable internet service
- Experience with Microsoft Suite - especially Powerpoint, Google Suite
- Knowledge of Facebook, Instagram, YouTube

Why Ad.net?

We offer our employees the ability to both innovate and grow – and the flexibility to do so in a way that works for them. What makes Ad.net really stand out is the ability to collaborate with amazing people who value your ideas, respect your contributions and truly believe in work-life balance.

- **Entry-Level Opportunity:** We understand that it's tough out there for recent college graduates - this is a great opportunity to learn and thrive!
- **Career Growth:** We're committed to professional development and offer ample opportunities to grow and advance your marketing career.
- **Work-Life Balance:** Enjoy the flexibility of working hybrid/remotely with a competitive salary and great benefits package.
- **Collaborative Culture:** Work alongside experienced professionals who are passionate about innovation and success.
- **Recognition:** We've been named one of the best places to work in Los Angeles by the LA Business Journal—join a company that values its people.
- Great company values: read more [here](#).
- Learn more about working with us [here](#).

How to Apply

Interested in joining Ad.net? Submit your resume, cover letter and let us know why you think you're a good fit for the job, your thoughts on search advertising, and favorite kind of tacos. Also provide two references.

Ad.net is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.