



Marketing Specialist

Job Description

The Marketing Specialist is responsible for helping the marketing department with projects, events, ads and more. This job will include advertising, promotions and sales. Will support the design, creation and delivery of marketing strategies. Collaboration is key in this position as you work together with the whole store, other marketing specialists, and contracted marketing companies to accomplish marketing goals.

Key Areas of Responsibility

- » Develop relationships with sales reps and vendors
- » Ability to plan and carry-out marketing agendas
- » Digital design experience
- » Social media, e-mail, digital, streaming, radio, and television ad development
- » Assist with clerical duties in the office
- » Assist with aspects of displays in-store
- » Bi-annual catalog creation and distribution
- » Other duties as needed

Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiar with standard retail processes

Physical Demands:

- » Close vision for PC work
- » Repetitive wrist movements on computer

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



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West End Billings
7305 Entryway Drive
Billings, MT 59101
(406) 252-6692

Downtown Billings
303 North 13th St.
Billings, MT 59101
(406) 252-6692

Great Falls
4000 River Dr. N
Great Falls, MT 59403
(406) 761-2160

The Shop
1615 6th Ave. N
Billings, MT 59101