

ArrowGTP

1300 Quail Street, Suite 2005

Newport Beach, Ca 92660

arrowgtp.com

COMPANY DESCRIPTION

ArrowGTP, based in Orange County, CA, is a certified and contracted Google, Inc company working on multicultural business development, online and offline public relations and marketing products.

ArrowGTP's mission is to implement results-driven PR and marketing campaigns for all businesses across all platforms using the most cutting-edge online tools, designs, and strategies.

DUTIES & RESPONSIBILITIES

- Conduct in-depth data analyses and/or primary research using traditional and advanced methods
- Draft business and creative writing with familiarity with content writing, proposals...etc
- Write articles and promotional material for the company and clients
- Provide marketing tracking and research information by collecting, analyzing, and summarizing data and trends.
- Assemble consumer rating reports by compiling, consolidating, formatting, and summarizing information, graphs, and presentations.
- Update competitor database by inputting data from field sales; compiling, consolidating, formatting, and summarizing information, graphs, and presentations; distributing reports.
- Support sales presentations by assembling quotations, proposals, videos, slide shows, demonstration and product capability booklets; compiling account and competitor analyses.
- Update job knowledge by participating in educational opportunities.
- Design or assist in the development of questionnaires and moderator guides to ensure the necessary data is captured
- Make internal and external presentations, answer questions and instill confidence
- Attend team and client meetings and take minutes
- Assist with the collation and production of business and marketing materials and literature
- Provide support for business, marketing events and exhibitions as required
- Assist to conduct traditional and new (social/online) media campaigns

QUALIFICATIONS & REQUIREMENTS

- Strong organizational, analytic, critical thinking, multitasking and mathematical skills
- Exceptional written, oral, reporting, and presentation communication abilities
- Knowledge in Google drive/apps, MS Office, web-based apps, OSX, Windows, Android
- Knowledge and experience in traditional and new media, marketing, public relations, advertising preferred
- Associate or Bachelor degree in business administration, communications or similar fields preferred
- 1 to 2 years of industry/sector experience preferred

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)
- 1-summer term (50-100 hours/5 weeks)

HOW TO APPLY & DEADLINE

Please submit your resume to gialy@arrowgtp.com. Applications are accepted year round.

CONTACT INFORMATION

For More information please contact Gia Ly at gialy@arrowgtp.com or 714-855-0409. You can also visit their website at arrowgtp.com.