
job description

details

- **position:** marketing assistant; independent contractor
- **location:** remote
- **hours:** 10-15 hrs/wk with potential to increase
- **rate:** \$22-\$25/hr

overview

kimiko designs is a furniture-centric interior design firm with designers across North America and clients around the globe. We've spent 25+ years perfecting the best practices and technical details across all commercial furniture manufacturers and dealers, and we lead the industry in expertise, service, and results.

This marketing assistant role is a unique opportunity to learn the ins and outs of marketing in a highly specialized industry, directly from kimiko's marketing manager. You'll work side-by-side (virtually) with her, gaining hands-on experience in social media, analytics, industry research, and content coordination. You'll be immersed in kimiko's brand voice, strategy, and style, building a skill set that will set you up for a thriving career at kimiko.

your responsibilities

- support marketing and leadership teams on campaigns and events
- schedule and post content on kimiko's social platforms
- monitor social accounts, engage with followers and flag opportunities
- compile analytic data across all platforms and track initiatives
- research industry topics to inform content and campaigns
- maintain and grow CRM and marketing databases
- manage time, shifting priorities, schedules and deadlines

professional skills required

- 1 year marketing experience in a commercial real estate, architecture, or design field preferred
- proficiency in LinkedIn, Instagram, YouTube and basic social media management tools
- comfort with both short-form and long-form video editing
- Familiarity with Google Analytics 4, SEO principles, and Wordpress
- understanding of interior design & commercial furniture industry (bonus points)

*note: this role is for someone looking to become a member and grow within kimiko. Think trusted teammate, not client.