



Join the Mise en Place team as marketing assistant! This is an excellent opportunity for candidates who are new to the workforce and have a strong interest in marketing.

Reporting directly to the Marketing Manager and using the Mise en Place (MEP) Mission as a guide, the objective of the Marketing Assistant is to provide administrative support to the Marketing Department.

This position requires experience in photography, social media, and good writing skills. Gain real-life experience at a diverse Caymanian company with multiple food brands.

Requirements:

- At least 1 year of marketing-related experience.
- Excellent written and verbal communication skills.
- Keen eye for taking photos.
- Experience using Canva.
- Proficiency in social media platforms including Instagram, Facebook, LinkedIn and TikTok.
- Experience using Google Ads and analyzing Google Analytics.
- Familiar with META scheduling tools and paid advertising.
- Excellent time-management and organizational skills.
- Ability to work independently and collaboratively with a diverse team.

Responsibilities

- Create engaging written content for social media posts and email marketing.
- Update content calendars for 7 business entities.
- Monitor social media accounts and profiles, adequately respond to inbox messages in a professional and timely manner and provide suitable engagement with followers.
- Schedule and publish social media content across multiple platforms.
- Post stories to various social media pages.
- Create and curate high-quality visual content (photos and videos) to update content libraries.
- Update menus for digital displays and social media posts using Canva.
- Design signage using Canva.
- Provide administrative support for large Q4 sales project. This includes addressing customer inquiries through email and phone calls, overseeing product pickup and delivery schedules, and collaborating with internal teams to ensure accuracy.

Company Benefits:

Paid Vacation, Health Insurance, Pension, Daily Lunch.

Other requirements:

Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration.

We will only contact individuals who meet the criteria.

Visit: <https://miseenplace.bamboohr.com/careers> to submit your application.