



gSource, LLC
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Job Requirements

Job Title: Marketing Associate
Wage Category: MAS I, II, III
Department: Marketing
Reporting to: Marketing Manager

1. Experience with Microsoft Excel/Word/Outlook required
2. Experience with Adobe Creative Cloud (Photoshop, InDesign, Illustrator) required
3. Experience with Website/Internet required
4. Bachelor's degree in marketing or relevant field of study required
5. Exceptional grammar, copy editing and proofreading skills required (English)
6. Digital and non-digital marketing experience required

7. Knowledge of surgical instruments preferred
8. Experience with marketing technology applications preferred
9. Experience with Sage preferred
10. Experience with email marketing platforms preferred
11. Experience with website design, maintenance and updates preferred
12. Familiarity with social media, social networking preferred
13. Digital photography and video editing experience preferred

14. Light travel possible
15. Reliable and responsible
16. Organized, detail oriented, accurate, thorough
17. Strong oral and written communication skills with a customer oriented approach
18. Outgoing, enthusiastic and persuasive
19. Proactive and able to make decisions
20. Exceptional multitasking skills with ability to effectively prioritize and deliver results
21. Strong problem solving, analytical, numerical and creative thinking skills
22. Excellent project management skills with ability to complete tasks by deadline date
23. Innovative with strong understanding of new technologies and how they can be applied to Marketing
24. Work well under pressure, tight deadlines, and maintain composure in difficult situations
25. Work independently with minimal or no supervision

26. Position: Full-time
27. Exempt
28. Working hours per week: 40
29. Hours gSource open: 7:30 am to 6:00 pm