

## Job Title: Marketing Assistant

### Job Description:

The Marketing Assistant will be responsible for actively seeking out and applying for relevant job opportunities on Upwork for Granular IT. The ideal candidate will have excellent written and verbal communication skills, and a strong understanding of the services offered by Granular IT.

### Responsibilities:

- Actively search for relevant job opportunities on Upwork on a daily basis
- Review job postings and identify opportunities that align with Granular IT's scope of services
- Prepare and send out at least 5 proposals per day to potential clients
- Maintain accurate records of all proposals and their status
- Collaborate with the Marketing and Sales teams to develop effective proposal content
- Communicate with clients and answer any questions they may have about Granular IT's services
- Support the Marketing team with various tasks as required

### Qualifications:

- Excellent written and verbal communication skills
- Strong understanding of Granular IT's services
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Familiarity with Upwork platform
- Positive attitude and an interest in technology, marketing, and sales.

This position is a full-time role, with a requirement of at least 7.5 hours per day. We offer hybrid working options, which means the candidate have the flexibility to work from office or remote.

Most importantly, The company are looking for someone who is proactive in seeking out job opportunities via Upwork, that align with their services, and who can effectively communicate with clients to propose their services, and deliver multiple proposals a day to various clients.