

TriTech Software Development Corp.
1205 S. Greenville Ave.
Allen, TX 75002

Position:

Marketing Assistant

Our Company:

TriTech Software Development Corporation is a dynamic, fast-growing software and services company specializing in the field of insurance tax compliance.

Positions Overview:

This is an entry level position that will provide the opportunity to support our Marketing and Training departments. You will take part in corporate marketing along with print, web, and multimedia development. There is no formal education prerequisite for this position as most duties will be hands on training. You must have excellent multi-tasking skills, great attention to detail, a positive personality and ability to work in a hectic, fast paced environment.

Responsibilities and Duties:

- Assist with updating and creating company websites
- Edit and proof training material including written, online, and video resources
- Design/generate creative solutions: Translate concepts and information into images; use feedback to modify design
- Assist with Windows server maintenance
- Provide support to managers as needed

Technical Skills:

Must have:

- Proficiency in Microsoft Word, Excel, Windows
- Ability to master new computer applications and software
- Experience with Adobe Creative Suite tools, such as Photoshop

A plus to have:

- Experience with SQL, IIS, HTML, PHP (or any other programming languages)
- Working knowledge of Google Drive office tools and Adobe Acrobat Professional
- Video editing experience
- Some experience maintaining websites or content management sites, such as WordPress

Character Attributes:

- Creative
- Attention to Detail
- Tech savvy
- Detail oriented
- Superior time management skills
- Ability to meet deadlines
- Exceptional communication skills
- Positive attitude

Conditions of Employment:

- Background check
- Drug test
- Work status

Please submit your resume along with an application [here](#).