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 department. You will take part in corporate marketing along with 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:
- Assisting with updating company websites
- Editing training material including written, online, and video resources
- Design/generate creative solutions: Translate concepts and information into images; use feedback to modify design

Technical Skills:
Must have:
- Proficiency in Microsoft Word, Excel, Windows
- Ability to master new computer applications and software

A plus to have:
- Some experience with Adobe Creative Suite tools, such as Photoshop
- Some experience maintaining websites and content management sites, such as WordPress
- Experience with SQL, IIS, HTML, PHP (or any other computer languages)
- Working knowledge of Google Drive office tools and Adobe Acrobat Professional
- Video editing experience

Character Attributes:
- Creative
- Attention to Detail
- Tech savvy
- Detail oriented
- Superior time management skills
- Ability to meet deadlines
- Exceptional communication skills
- Provide support to managers
- Positive attitude

Conditions of Employment:
- Background check
- Drug test
- Work status

Please submit your resume along with an application to:
https://tritechsoft.com/form/index.php/job-application

No Phone Calls Please