Job Title: Marketing Assistant

Summary:
Meketa Investment Group, a globally recognized, rapidly growing investment consulting firm, is currently seeking a Marketing Assistant for our headquarters in Westwood, Massachusetts. This individual will have the opportunity to interact with senior investment professionals within various departments of the firm. The Marketing Assistant will assist with the presentations, request for proposals (RFPs), marketing projects, and ad-hoc marketing requests. This person will ensure that these projects are completed within stringent deadlines, and with accurate, high-quality information.

This position reports to the Marketing Manager.

Required skills:
- Experience with presentations and RFPs within a marketing department or within a financial services industry - preferred
- Familiar with standard concepts, practices, and procedures in marketing field
- Strong written and oral communication skills
- Self-directed and motivated
- Organization skills
- Attention to detail
- Commitment to quality
- Ability to work independently as well as in a team-oriented environment
- Ability to work in a demanding, fast-paced environment, demonstrating flexibility, project management, organizational and multi-tasking skills
- Solid experience in MS Word, Excel, PowerPoint

Responsibilities:
- Prepare presentations.
- Assist in the completion of the RFP process including, formatting, completion of forms and requirements, knowledge of proper materials that should be included, physical construction of proposal, professional and timely communications with internal and external business partners, proofing, delivery, gather and understand performance data and other relevant metrics (within reason).
- Perform a variety of tasks.