



July 15, 2021

MARKETING ADMINISTRATIVE ASSISTANT POSITION AVAILABLE – MARINETTE LOCATION

**FULL TIME CAREER OPPORTUNITY:**

The Stephenson National Bank & Trust (SNBT), is adding a skilled Administrative Assistant to the Marketing team at the Marinette, WI office! The Marketing Administrative Assistant will be an integral part of the Marketing Department, adding their expertise to a fast-paced, forward-thinking team seeking to support SNBT's mission and values. The ideal candidate is detail oriented, highly organized, comfortable working collaboratively, and passionate about helping the team succeed. No previous marketing experience required. Review the position requirements below, then submit your resume for consideration.

**SUMMARY:**

The Marketing Administrative Assistant (MAA) serves as an integral part of the Marketing Department, adding their expertise to a fast-paced, forward-thinking team seeking to support SNBT's mission and values. Detail oriented and process focused, the Marketing Administrative Assistant handles systems that increase team efficiency to provide greater capacity to drive new, innovative marketing tactics. Utilizing project management methods, they juggle and organize details from multiple projects at once into systems that keep the team on track. Customer service is second nature to the MAA, allowing their communication and active listening skills to shine while managing department emails and requests, presenting those to the team that require additional input or assistance. Supporting the core value of Community Leadership, the MAA plans events as needed that connect SNBT with our customers and community, along with cultivating relationships with area organizations by keeping track of sponsorship ad renewal timelines, submitting payment requests, and serving as the main point of contact for incoming requests. As an individual who is passionate about supporting team success, the MAA ensures each piece of the "puzzle" is strategically placed to avoid any missteps as the team works to continue moving the SNBT brand forward for years to come.

**MAJOR ACCOUNTABILITIES:**

1. Administrative Support
2. Project Management
3. Public Relations & Communications
4. Digital Monitoring
5. Performs other duties as may be assigned

**QUALIFICATIONS:**

Post-high school study in a related administrative position or field, or a combination of education and experience providing equivalent knowledge required. No previous marketing experience required. Excellent communication skills, fluent computer proficiency, customer service experience, and high attention to detail required. Ability to work as part of a fast-paced team, handling and prioritizing multiple tasks at one time to meet set deadlines. Ability to communicate in public speaking environments with customers and coworkers in a friendly and respectful manner. Desire to work collaboratively, build strong working relationships with peers, and truly enjoy the time spent at work.

**APPLICATION PROCESS:**

Apply in person at 1820 Hall Ave, Marinette, WI 54143, at any of our locations, or online at [www.snbt.com/Careers](http://www.snbt.com/Careers). Resumes may be sent to [employment@snbt.com](mailto:employment@snbt.com).

**Equal Opportunity Employer**

***www.snbt.com • bank@snbt.com • 715-732-1732 • 800-924-1732***

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