https://brandbliss.net/job/integrated-marketing-assistant-freelance

SALES/MARKETING ASSISTANT – PART-TIME (REMOTE)

Hiring organization
brandbliss

Employment Type
Contractor

Industry
Marketing

Job Location
Remote work possible

Date posted
January 19, 2021

Who We Are

brandbliss is a small marketing agency with big goals. We work with established service businesses across home services, medical, and professional industries that want growth without chaos. Our approach is strategy-first. We look at what's actually happening, decide what matters, and then execute consistently.

We operate as a fully remote team. That flexibility comes with responsibility. Clear communication, ownership, and the ability to work independently without constant oversight are important here.

This role requires someone who moves with intention. Priorities can shift quickly, and work needs to be evaluated, prioritized, and acted on without dragging things out. We don't see sales or marketing as something pushy or uncomfortable. At brandbliss, it's about helping the right people see a clear path forward and supporting them in taking the next step when it makes sense. Comfort with momentum, decision-making, and forward progress matters.

This role is a good fit for someone who wants to work closely with the founder, translate performance data into clear monthly priorities, and support execution across client retainers, while also helping brandbliss stay visible through light internal marketing.

Job Responsibilities

Review and organize performance data across client accounts (GA4, Search Console, SEMrush, GBP/local tools, CallRail, form submissions, etc.)

Help identify what's working, what's stalled, and what should be prioritized for the upcoming month

Assist in building monthly marketing action plans for retainer clients (content, SEO, local SEO, website priorities, and newsletter themes)

Support execution of approved deliverables, including tasks such as:

- WordPress content uploads and light on-page edits
- Internal linking implementation and content updates
- Newsletter drafting support (sections, ideas, structure, light copy editing)
- Basic SEO/local SEO tasks and quality checks

Coordinate with other team members when work is delegated (clear handoffs, follow-up, QA when needed)

Support brandbliss marketing efforts with light outbound/visibility work (social content support, workshop promotion, follow-up on warm inquiries)

What We Need From You

- Prior marketing experience preferred, agency freelance or in-house
- Comfortable working with marketing data and explaining what it means in plain language
- Solid understanding of digital marketing fundamentals, including search content conversion and positioning
- Working knowledge of Adobe Creative Suite, such as Photoshop or InDesign for light marketing/design support (preferred, not required)
- Strong writing and organizational skills with an emphasis on clarity and minimal fluff
- Self-directed and dependable in a remote environment with consistent communication
- Comfortable learning, adapting, and improving systems over time

How to Apply

Expected range $22–$30 per hour, commensurate with experience.
Additional spot or performance-based bonuses may be available for contributions that directly support new business, improve client outcomes, or create meaningful leverage for the team.

Send a short note using the box below with the following:

1. Why this role fits you (and what you want to learn or grow into)
2. An example of a time you used data to decide what to do next (doesn't need to be fancy)
3. Your availability (hours/week) and your hourly rate range

Seniority Level – n/a
Employment Type – Freelance/Part-Time hours
Industry – Branding/Marketing/Graphic Design
Job Functions –Marketing/Sales/Content/Admin