

Marketing Assistant-Deerfield

We are currently seeking a Marketing Assistant to provide administrative support for the Marketing department. Duties include responsibility for telephone and reception desk functions; greeting prospective clients; administrative support; preparing and managing reports; and event coordination. Will also assist with data base management, direct mail marketing, and daily telemarketing calls to potential residents.

Qualified applicants will have excellent customer service, communication, telephone and organizational skills; high attention to detail; and proficiency in MS Word and Excel.

Please send your resume and desired salary to:
Deerfield retirement Community
Attn: Human Resources
13731 Hickman Rd
Urbandale, IA 50323
515-331-6925
fax 515-278-5116
email: vicki.obrien@lifespacecommunities.com