

TRU Trading is seeking an administrative and marketing assistant to help manage the office and marketing needs of our team. We are located in Amarillo, Texas, in the middle of cattle feeding country.

TRU Trading Co. is an Independent Broker (IIB) offering management strategies and investment advice tailored to our clients' specific needs. We use our fundamental market knowledge and technical analysis of commodity markets to provide appropriate, objective advice. We help our clients find opportunities to increase efficiencies, reduce costs and manage risk with an adaptive approach.

Position

Administrative and Marketing Assistant

Reports To

The Assistant will report directly to the owners of the company.

Job Overview

Provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Support marketing operations by compiling, formatting, and designing marketing material for social media and print advertising.

Responsibilities and Duties

- *Maintains office efficiency by planning and implementing office procedures.
- *Work directly with office FCM's regarding client accounts.
- *Review and submit new account paperwork.
- *Serve customers by answering questions, forwarding messages, and confirming orders.
- *Prepare mailers and brochures including formatting content and graphics, arranging print and internet packages.
- * Oversee social media outlets.

Skills and Qualifications

Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication, Self-Motivated

Please email a resume and cover letter to -brock@trutradingco.com