Marketing Assistant

Mueller Builders, LLC

Position Overview

Mueller Builders is seeking a detail-oriented, creative, and highly organized **Marketing Assistant** to support our marketing efforts across branding, digital, advertising, and community engagement. This role works closely with leadership, sales, and external vendors to help execute marketing initiatives that support company growth, brand consistency, and customer engagement.

The ideal candidate is proactive, adaptable, and excited to support a fast-paced construction and home-building company with a strong local presence.

Key Responsibilities

- Support day-to-day marketing efforts across digital, print, and community initiatives
- Assist with maintaining brand consistency across various platforms and materials
- Help coordinate content, visuals, and messaging for marketing campaigns
- Support social media and online presence through content organization and scheduling
- Assist with website updates and basic content management as needed
- Help gather and organize photos, videos, and project information
- Provide marketing support to internal teams, including sales and leadership
- Assist with vendor coordination, timelines, and general marketing projects
- Participate in community involvement, events, and promotional efforts
- Take on additional marketing-related tasks as the role evolves

Qualifications

- 1–3 years of marketing, communications, or administrative support experience preferred
- Strong organizational and time-management skills
- Comfortable using social media platforms, email tools, and basic design software
- Strong written and verbal communication skills
- Ability to multitask and adapt to changing priorities
- Experience in construction, home services, or real estate marketing is a plus