Associate Creative Director

Portland, OR • On-site

Ventures Group Consulting

$25 - $28/hr
Full-time
Medical, Dental, Vision, Life, Retirement, PTO

Job description

The Associate Creative Director is driving innovative strategies and overseeing a diverse mix of digital and traditional media projects. Reporting directly to the Marketing Lead, this role involves occasional travel for client meetings and offers substantial opportunities for career growth and cross-department collaboration within the company.

Responsibilities

- Develop and implement creative strategies
- Oversee project execution across digital and traditional media
- Design and guide innovative campaign concepts
- Drive concept development aligned with brand goals
- Analyze industry trends to innovate creatively
- Collaborate with marketing and other departments
- Manage occasional travel to client meetings
- Preferred Qualifications
- Entry-level experience in creative direction
- Strong skills in creative strategy and visual communication
- Familiarity with project management processes
- Experience collaborating effectively with teams
- Proven problem-solving capabilities
- Excellent time management skills

Marketing Lead
Portland, OR • On-site

Ventures Group Consulting

$85K - $120K/yr
Full-time
Medical, Dental, Vision, Life, Retirement, PTO

Job description
Fisher Investments is seeking a results-driven Marketing Lead to help develop, execute and optimize marketing initiatives designed to increase brand awareness, generate qualified leads and support business growth. This role will work closely with marketing, sales, creative, digital and analytics teams to execute integrated campaigns across multiple channels.

The ideal candidate is a strategic and analytical marketer who can balance creative thinking with data-driven decision-making and has experience managing campaigns from concept through execution and performance analysis.

Key Responsibilities

- Develop and execute integrated marketing campaigns across digital, email, paid media, content and other marketing channels
- Manage marketing projects and campaigns from initial strategy through launch, optimization and reporting
- Analyze campaign performance, customer behavior and market trends to identify opportunities for growth
- Monitor key performance indicators (KPIs), lead generation, conversion rates, engagement and return on marketing investment
- Partner with internal teams to develop compelling marketing content, messaging and promotional materials
- Coordinate with creative, digital, sales and other cross-functional teams to ensure campaigns are delivered on time and aligned with business objectives
- Conduct market and competitor research to identify trends and new opportunities
- Support audience segmentation, targeting and personalization initiatives
- Test and optimize marketing campaigns, messaging, landing pages and other customer touchpoints
- Manage multiple projects simultaneously while maintaining quality, accuracy and deadlines

- Present campaign results and strategic recommendations to leadership and key stakeholders
- Ensure marketing communications align with company brand standards and applicable financial-services regulations
- Stay current on emerging marketing technologies, platforms, trends and best practices
- Qualifications
- Marketing experience, preferably in financial services, investment management, insurance, banking or another regulated industry
- Experience in a management, leadership, or supervisory role
- Bachelor's degree in Marketing, Business, Communications or a related field preferred
- Experience managing multi-channel marketing campaigns
- Strong analytical and problem-solving skills with the ability to translate data into actionable recommendations
- Excellent written and verbal communication skills
- Strong project management and organizational abilities
- Experience with CRM, marketing automation, analytics and digital marketing platforms
- Ability to collaborate effectively with cross-functional teams
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment
- Demonstrated ability to take ownership of projects and drive them through completion
- Preferred Skills
- Experience with paid digital advertising, email marketing and lead-generation campaigns
- Knowledge of Google Analytics, CRM platforms and marketing automation tools
- Experience with A/B testing, conversion-rate optimization and marketing analytics
- Familiarity with financial services and investment marketing
- Experience using data and customer insights to improve marketing performance
- What We're Looking For
- We're looking for a proactive marketing professional who is strategic, analytical, creative and results-oriented. The successful candidate will be comfortable working independently, collaborating across departments and using data to continuously improve marketing performance.

Logistics Manager

Portland, OR • On-site

Ventures Group Consulting

$120K - $125K/yr
Full-time
Medical, Dental, Vision, Life, Retirement, PTO

Job description

The Logistics Manager will oversee the transportation and logistics operations, ensuring efficient coordination and execution of processes. This role involves managing a team, handling budgets, and coordinating travel logistics while reporting directly to the Board of Directors.

Responsibilities

- Coordinate transportation activities to optimize efficiency
- Lead and manage the logistics team to meet performance goals
- Manage budget related to logistics and transportation operations
- Organize and coordinate travel plans for the team and company
- Preferred Qualifications
- Master's degree
- Strong problem-solving skills
- Effective communication abilities
- Excellent time management

Public Relations Manager
Portland, OR • On-site

Ventures Group Consulting

$85K - $120K/yr
Full-time
Medical, Dental, Vision, Life, Retirement, PTO

Job description

The Public Relations Manager develops and executes strategic communication plans to enhance brand reputation, manage media relations, and drive corporate communications. This role oversees press release distribution, coordinates public relations campaigns, and crafts clear messaging to align with business goals and engage target audiences.

Responsibilities

- Plan and execute comprehensive public relations strategies, communications campaigns, and outreach initiatives.
- Establish and maintain strong media relations with journalists, reporters, editors, and industry publications.
- Write, edit, and distribute press releases, media kits, pitch letters, and official public statements.
- Monitor media coverage, track press mentions, and generate performance reports on public sentiment and brand awareness.
- Coordinate press conferences, public events, media interviews, and promotional activities.
- Partner with marketing, social media, and digital communications teams to ensure unified brand messaging.
- Direct crisis communication strategies, manage risk response, and safeguard organizational reputation.
- Measure PR campaign performance metrics, evaluate return on investment, and refine strategic plans accordingly.

Qualifications

- Bachelor degree in science, business, communications, public relations, journalism, or a related field.
- 2 years of experience in public relations, corporate communications, or media relations.
- Demonstrated track record of managing PR campaigns, press coverage, & media outreach.
- Strong written communication, verbal communication, copy editing, and public speaking skills.
- Hands-on experience with media monitoring tools, press release distribution services, and crisis communications.
- Ability to manage multiple projects, adapt to fast-paced environments, and meet press deadlines.

Payroll Associate
Portland, OR • On-site

Ventures Group Consulting

$26 - $28/hr
Full-time
Medical, Dental, Vision, Life, Retirement, PTO

Job description
We are seeking a detail-oriented Payroll Associate to manage daily payroll operations and ensure accurate, timely employee compensation. This position handles full-cycle payroll processing, maintains detailed employee payroll records, reconciles accounts, and works closely with HR and finance teams to maintain strict compliance with regulatory standards.

Responsibilities
- Process bi-weekly and monthly employee payroll accurately and on schedule using automated payroll software
- Collect, review, and verify timecard data, attendance records, and wage calculations
- Maintain, update, and audit confidential employee payroll records, tax forms, and direct deposit information
- Ensure strict compliance with federal, state, and local payroll laws, tax withholdings, and FLSA regulations
- Calculate and process benefits deductions, garnishments, PTO payouts, and tax withholdings
- Reconcile payroll balance sheets, general ledger entries, and resolve payroll discrepancies promptly
- Respond to employee payroll inquiries and assist with payroll audits and year-end W-2 reporting

Qualifications
- Bachelor's degree in Business Management or approved related areas
- Proven experience as a Payroll Associate, Payroll Specialist, or Payroll Administrator
- Strong working knowledge of payroll processing systems, time and attendance software, and spreadsheet applications
- Solid understanding of basic accounting principles, payroll taxes, wage laws, and compliance procedures
- Ability to manage wage garnishments, benefits deductions, and tax withholdings accurately
- Strong analytical, data entry, and mathematical skills with high attention to detail
- Excellent communication skills to collaborate with HR and finance teams and resolve employee issues
- Demonstrated ability to maintain strict confidentiality when handling sensitive financial and employee records

Executive Assistant
Portland, OR • On-site

Ventures Group Consulting

$85K - $120K/yr
Full-time
Medical, Dental, Vision, Life, Retirement, PTO

Job description
The Executive Assistant provides comprehensive support to executive leadership, ensuring smooth and efficient daily operations. This role manages schedules, coordinates meetings, arranges travel—including frequent international trips—and facilitates effective communication. Serving as the primary support for one executive, the assistant utilizes standard office tools to maintain organization and streamline workflows.

This position will require up to 40% travel. All Travel, Meals and Expenses on the road covered by a company card in your name. No handing in receipts for reimbursement.

Responsibilities
- Manage and maintain executive calendar
- Coordinate domestic and international travel arrangements
- Organize and facilitate meetings and events
- Support communication between executive leadership and internal/external stakeholders
- Prepare and organize documents and presentations

Preferred Qualifications
- Must have professional and verifiable executive assistant experience
- Must provide references
- Experience supporting senior-level executives preferred
- Exceptional organizational and time-management skills
- Strong written and verbal communication skills
- Excellent attention to detail and ability to manage multiple priorities
- Strong proficiency with Microsoft Office, Outlook, Excel, PowerPoint, and other business software
- Ability to handle confidential information with a high degree of discretion
- Professional demeanor and strong interpersonal skills
- Ability to work independently, exercise sound judgment, and anticipate needs
- Strong problem-solving skills and a proactive approach to completing tasks
- Experience in financial services, investment management, or another professional services environment is a plus

Ideal Candidate:
The ideal candidate is polished, dependable, highly organized, and comfortable operating in a high-performance environment. They are able to manage competing priorities, communicate effectively with executives and stakeholders, and take ownership of responsibilities with minimal supervision.