



Position Title		Department	Job Description  & Special Projects and VR of Sales
SUMMER INTERN		MARKETING	
Employment Status			Effective Date
<input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			March 2019

**POSITION SUMMARY**

We are looking for an enthusiastic sales and marketing intern to join our sales and marketing departments and provide creative ideas to help achieve our goals. The ideal candidate will assist in various stages of the sales and marketing funnels, including creating awareness of new offerings, generating leads, and retaining customers.

You will collaborate with our sales and marketing teams in all stages of sales and marketing campaigns. Your insightful contribution will help develop, expand and maintain our customer and marketing channels.

This internship will help you acquire sales and marketing skills and provide you with knowledge of various sales and marketing strategies. Ultimately, you will gain broad experience in sales and marketing and should be prepared to enter any fast-paced work environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Help organize marketing events;
- Help to define target customer(s);
- Assist on photoshoots;
- Act as liaison between web & creative outside agencies; and
- Perform analysis of marketing and sales data.

**OTHER DUTIES AND RESPONSIBILITIES**

- Ad-hoc business analysis/reporting;
- Prepare promotional presentations;
- Help create collateral sales materials;
- Budget tracking and reconciliation;
- Support inside/outside sales teams & channel partners;
- Organize internal files; and
- Performing all other business-dependent duties as assigned

**Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Excellent knowledge of MS Office with proficiency in PowerPoint and Excel;
- Able to perform data analysis, draw conclusions and make recommendations;
- Strong desire to learn along with professional drive;

- Outgoing and personable;
- Motivated self-starter;
- Strong team player, with ability to work independently;
- Customer service focused;
- Solid organizational skills;
- Comfortable with ambiguity and asking questions;
- Excellent verbal and written communication skills;
- Takes initiative;
- Motivated self-starter with the ability to Proactively anticipate tasks needing to be done;
- Strong, persistent nature;
- Focus on quality and attention to detail;
- Able to manage multiple priorities in a fast-paced, high growth organization; and
- Valid driver's license in good standing.

**BENEFITS**

- Work on increasingly challenging and engaging real-world projects;
- Gain hands-on experience in each stage of the sales funnel;
- Collaborate with experienced sales professionals;
- Work closely with mentors who have over 38 years of experience in the field;
- Attend meetings, events and other networking opportunities; and
- Gain practical experience with current marketing and advertising techniques.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.