

MANDLI COMMUNICATIONS

Job Description

Job Title: **Marketing Intern**
Department: Marketing/Sales
Reports To: Head of Marketing/Sales
FLSA Status: Non-Exempt

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Approved By: Kevin Mandli
Date: 01/31/2012

Basic Function

Marketing intern will work directly with the Head of Marketing/Sales Director. The intern will assist in a market research project involving Internet research, database building, and generating leads.

Responsibilities

1. Assist in managing the everyday development of the marketing department which includes but is not limited to the following activities:
 - a. website development
 - b. product research
 - c. design and produce promotional materials including literature, banners, and videos
 - d. inventory hardware and digital assets
 - e. participate in meetings
2. Perform market research 15-30 hours a week.
3. Check in and submit to Head of Marketing/Sales work completed.
4. Perform other Marketing related duties as assigned.

Skills

Written Communication Skills
Research Skills
Time Management
Organization
Excel

Education

Marketing major preferred.

Experience

Prior experience with Adobe design Suite and Final Cut pro. Must have the basic understanding of operating a MAC computer.