

Marketing Internship opening

Reports to Marketing Manager

Status: Open - Two positions (Full or Part-Time)

Location: Farmington Hills, MI

Department: Marketing

Summary

Create a marketing program to support a sales staff.

Responsibilities and Duties

Duties other than those specified may be assigned. Person will be responsible for creating a marketing program for one or two products that we sell. Duties include database management, sales lead management, direct mail coordination, promo item development, creation of sales collateral, some telemarketing, proposal printing and binding, event coordination and department errands.

Qualifications

The marketing intern should have knowledge of Microsoft office products such as Word, Excel and/or PowerPoint. Graphic Arts and Brochure design a plus. This person should be detail oriented with good communication skills. The ability to work in a team environment is required.

Education / Experience

In pursuit of a college degree.

Compensation

Pay will be based upon sales generated from marketing program.