
Job Description

Job Status: Internship (Paid)
Title: Marketing Intern
Reports to: Marketing Director

Position Overview: We are looking for an eager and enthusiastic marketing intern to assist our marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies.

As a marketing intern, you will collaborate with the Marketing Director on various projects and marketing campaigns. This internship will expose you to some broad based marketing techniques and strategies and will allow you to contribute to help develop, expand and maintain our marketing channels.

Responsibilities and Functions:

- Support Marketing Director in daily administrative and creative tasks.
- Update sales PowerPoint presentations and fact sheets.
- Assist in marketing and creative activities including social media, website updates, and eblast campaigns.
- Perform market analysis and research on competition.
- Assist in researching marketing agencies.
- Help organize electronic marketing files.
- Assist in the writing of press releases.

Other Duties:

- Perform any duties within the scope of Spectrotel's daily operations to serve the needs of the business as dictated by the Director/Manager.
- Perform other duties assigned by management

Requirements:

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques and social media
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office, Power Point and design software (a plus)
- Passion for the marketing industry and its best practices

Environment:

- Work in a climate controlled, fast paced environment

Education, Job Experience and/or Required Licenses:

- Current enrollment in a related BA or Master's degree
- Strong project management and organizational skills are essential
- Have a working knowledge of MS Outlook, MS Excel, Power Point & MS Word
- Extremely professional with excellent interpersonal, relationship, and communication skills (written and verbal)
- Good design sense and creative thinking

Special Requirements:

- Organization, problem solving, communication and project management skills.

Company Overview: For 20 years Spectrotel has been providing quality, affordable and personalized services to clients who seek simplicity and outstanding service. Our successful rapid growth for the past two decades is based on listening to our customers, anticipating their needs and delivering solutions that take care of their communication challenges. We are a full-service telecommunications provider in the SMB and enterprise customer space, specializing in the aggregation of Voice, Internet and Managed Services by combining best in class personalized service, leading edge technology, and competitive pricing that is unparalleled in the industry.

Send your resume to: hr@spectrotel.com

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Company recognizes that an individual with a disability may require an accommodation to enable him/her to successfully perform a job function. Consideration will be given to reasonable accommodations.