



NORTHEAST LABORATORY SERVICES

Job Description

Job Title:	Marketing Intern
Department:	Media Manufacturing Division
Reports to:	Sales and Marketing Manager
Schedule:	Monday – Friday (or to be determined by Manager) Part-Time
FLSA Status:	Non-exempt

Summary of Duties & Responsibilities:

Provide back up to the Marketing Manager. Self-starter with the ability to work independently. Basic photography, image and video editing, and graphic design knowledge is a plus. Knowledge of Microsoft Excel, Outlook and Publisher.

Essential Duties & Responsibilities:

- Support Marketing Campaign and execution
- Assist with social posts/promotional emails/other marketing content
- Assist with product enrichment and onboarding
- Participate in marketing brainstorming sessions
- Other Duties as assigned.

Physical Demands:

None.

Supervisory responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

Education: High school diploma or GED equivalent
Experience: Previous experience or working toward a degree in Marketing.
Other: Excellent communication and telephone skills.
Must possess good organizational and computer skills.
Basic understanding of marketing principles and familiarity with major social platforms.

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