



<b>Job Title:</b>	Sales & Marketing Intern	<b>FLSA Status:</b>	Non Exempt
<b>Reports To:</b>	Marketing Director	<b>Pay Grade:</b>	
<b>Department:</b>	Marketing	<b>Last Revision:</b>	4.2019
<b>Division:</b>	Gasola Chemicals	<b>Location:</b>	Cleveland, OH
<b>Purpose:</b>			

The Marketing Intern will participate regularly with the marketing team initiatives and gain experience in sales, marketing, social media, ecommerce, product development, and merchandising.

#### **Essential Job Functions:**

- Aggregate and analyze weekly and monthly POS results.
- Gather and centralize the results of projects and campaigns.
- Provide sales support and assist with presentations for customer meetings.
- Aggregate and analyze competitor marketing and sales materials.
- Organize the collection of marketing content and assets.
- Seek, identify, and engage in innovative strategies to promote Tub O' Towels, Tub O' Scrub, and Free All.
- Assist with the creation of content for Tub O' Towels social channels, including photos, videos, and posts.
- Audit and maintain brand presence across ecommerce and competitive landscape.
- Contribute to brainstorming and share ideas.
- Maintain detailed records and prepare communications and reports as needed.
- Interact professionally on a regular basis with staff, vendors and the general public.
- Assume additional responsibilities and perform special projects as needed or directed.

#### **Required Qualifications:**

##### **Education, Training and/or Experience:**

- Bachelor's degree in Marketing, Communications, (completed or in progress) or closely related field.

##### **Knowledge, Skills and abilities:**

- Working knowledge of Microsoft Office applications and the use of the internet.
- Data analysis and problem solving abilities.
- Social media platform experience including Twitter, Instagram, Facebook and Pinterest.
- Familiarity with SEO and PPC.
- Ability to read, write and interpret reports and business correspondence for a diverse audience.
- Ability to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
- High degree of initiative and independent judgment.
- Ability to express self effectively and concisely, both verbally and in writing.
- Ability to demonstrate a high attention to detail and good follow-up skills.
- Self-motivated, proactive and solution focused.
- Ability to tactfully and effectively deal with public and staff in a personable and professional manner.
- Maintains a high level of energy and a consistent positive attitude.
- Ability to work alongside other employees within all levels of the organization.

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**Certification, Licenses, Registrations**

None.

**Preferred Qualifications:**

None.

**Physical Demands:**

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Ability to occasionally lift up to 20 lbs. independently. May require evening and weekend hours as business needs demand.

**Working Conditions**

Work performed in a manufacturing and general office environment.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Federal Process Corporation. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

**Employee Acknowledgement:**

I have read this job description and discussed it with my manager.

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Employee Name Printed

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Employee Signature

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Date

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## Posting

Federal Process Corporation is seeking a highly motivated individual to join our Marketing team for a paid summer internship. The Marketing Intern will gain hands-on experience in social media, influencer marketing, ecommerce, product development, merchandising and sales. This position will report to the Marketing Director and will work closely with Sales, Customer Service, and Operations team members.

### What you'll be working on:

- Will seek, identify, and engage in innovative strategies to promote Tub O' Towels, Tub O' Scrub, and Free All.
- Assists with the creation of content for Tub O' Towels social channels, including photos, videos, and posts.
- Audits and maintains brand presence across ecommerce landscape.
- Gathers and centralizes the results of projects and campaigns.
- Aggregates and analyzes competitor marketing and sales materials.
- Organizes the collection of marketing content and assets.
- Contributes to brainstorming and share ideas.

### Background you'll need:

- Bachelor's degree in Marketing, Communications, (completed or in progress) or closely related field.
- Social media platform experience including Twitter, Instagram, Facebook and Pinterest.
- Familiarity with SEO and PPC.
- Working knowledge of Microsoft Office applications and the use of the internet.
- Developed analytical and problem solving abilities.

**Interested?** Apply online and your resume will be reviewed!

For more information about the Tub O' Towel products, check us out on Facebook:

<https://www.facebook.com/TubOTowels/> or visit our website at: <https://www.tubotowels.com/>

