

Intern Job Description

Account Services Paid Internship

Are you looking for an internship that's more than getting coffee and office snacks? (Although, we won't object if you offer.) As a SmartTouch® Account Services Intern, you'll play a key role in helping implement our custom marketing plans for real estate clients. You'll have the opportunity to work closely with Account Execs and Managers, and once you've demonstrated mastery of assigned tasks, you'll be able to work with more autonomy. We're looking for an intern who wants responsibility and is eager to learn. As a full-service digital marketing agency, you'll have the chance to work on various types of campaigns and soak up on-the-job knowledge you won't get in a classroom.

Our goal is to not only find talented interns to help support our everyday operation, but teach eager students looking for hands-on account services and client facing experience.

Responsibilities

- Assist in the management of timelines and deadlines for marketing deliverables, production, and trafficking
- Review deliverables, presentations, and collateral for quality assurance
- Help develop internal documents and client presentations
- Assist with reporting, archiving, and organization efforts
- Juggle multiple projects with on-going attention to detail
- Enter project information into project management system (Active.Collab)

- Manage filing and organization of Account Service Team's documentation and deliverables
- Build strong, lasting agency connections and references!

Requirements

- Upper-level undergrad and graduate students studying marketing, advertising, or related field.
- Knowledge of basic marketing and advertising principles.
- Ability to learn quickly
- Keen attention to detail and documentation
- Effective communicator
- Strong ability to manage multiple projects
- Proficient in Microsoft Office
- If you have experience in Adobe, WordPress (or any other CMS), Project Management Systems, or any CRM platform, be sure to let us know!