



## Marketing/Admin Intern

Productive Systems is a software firm that provides its clients with document generation solutions. Located in Auburn Hills, Michigan we are a small team that works in an upbeat, technocracy-free environment with the goal of finding solutions for our clients to help them succeed.

If you are currently enrolled in an undergraduate program pursuing a degree in marketing or business administration and looking for a part time paid job this may be the right opportunity for you.

In this multi-faceted position, you will:

- Become familiar with Productive Systems products, services and marketplace
- Assist in the development/editing of marketing collateral including brochures, datasheets, presentations and web content
- Research the marketplace including competitive software, marketing events and partnering opportunities
- Handle sales related inquiries from prospects and customers
- Perform basic administrative tasks such as answering phones, filing and responding to inquiries from clients and prospective clients
- Research and compile data for new marketing initiatives
- Communicate in written and verbal form with colleagues, clients and prospective clients
- Use our CRM system to update client and prospect information, produce quotes and process orders

Interested? Then read on. Here's what we're looking for in the ideal candidate:

- Reliable entry level candidate with the desire to learn
- Current college student preferred
- Self confident and initiative with strong organizational and problem-solving skills
- Knowledge of marketing principles and strategies
- Excellent customer service, verbal communication and copywriting skills
- Proficient in Microsoft Office and the ability to learn computer applications quickly
- Must be able to work 8AM to 5PM on Fridays
- Although we feel students majoring in business and marketing might be best suited for this opportunity we are open to others as well

Here are the benefits:

- Paid part time position with a normal work schedule (8AM to 5PM)
- Referral letter based on successful completion of internship
- Position has the potential to develop into a full time career opportunity for the right person

To apply send your resume to [resumes-marketing@flexform.com](mailto:resumes-marketing@flexform.com)