



JOB DESCRIPTION

JOB TITLE: Marketing Intern
DEPARTMENT: Marketing

REPORT TO: Marketing Manager
APPROVED BY:

Primary Responsibilities:

This position will be responsible for the development of marketing materials to be used in the labs. They will provide administrative support for various marketing projects.

Specifically These Responsibilities Are To:

- Work closely with lab managers and staff to gather lab capability information
- Take and/or source photography for use in marketing materials
- Provide administrative support to sales and marketing teams
- Special projects as needed

Profile of the position (Requirements & Qualifications):

- Coursework in marketing, business or any related field from an accredited university.
- Strong computer skills that includes Microsoft suite (word, excel, powerpoint, outlook).
- Strong writing skills.

Skills/Competencies:

- Well developed general and technical writing skills
- Well built skills in organization, prioritization and time management.
- Strong computer skills that includes Microsoft suite (word, excel, powerpoint, outlook)
- High level of personal enthusiasm and self-motivation.
- Work well under pressure to meet project deadlines and attention to minute detail.

Functional Competencies / Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.
- This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts the company's rights to assign or reassign duties and responsibilities to this job at any time.
- SGS is an Equal Opportunity Employer.

Interested candidates should email their resume to Mark Monacelli – mark.monacelli@sgs.com and indicate Internship in the subject line. No phone calls please.