

## Marketing Assistant / Intern - Job Description



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We are seeking a highly motivated individual with interest and experience in direct campaign marketing, event planning and internet / website related tasks to help foster the growth of our Business Information Technology Services firm. Good communication, marketing, writing, and social media skills as well as a general understanding of computer technology is preferred.

We are a successful IT Managed Services firm located in Irvine, Orange County, CA. Our clients' site installations range in size from 10 to 150 users. Industries include Property Management, Construction, Engineering, Education, Financial, Manufacturing, Distribution, Marketing, Professional Services, and others.

This position is currently a part time position. The individual will work with the President / Managing Partner to implement and maintain various Marketing programs and related tasks. Responsibilities also include but not limited to Marketing List Management, Event Planning, Attendee Follow-up, Social Media Marketing, and some Telemarketing tasks. GREAT people skills and enthusiasm for marketing is a must!

Contact: Bill Kilbourne, Managing Partner - ([billk@techedge.com](mailto:billk@techedge.com) – 949-474-9533 x224)