

# Job Description

## Intern



**Title:** Intern

**Reports to:** Service Delivery Manager

**Based at:** Biz Dojo Ponsonby – with travel where required. On request: on customer site also the option to remotely work.

**Hours:** 80 hours as per the course guide.

Smarketing Lab is a boutique B2B marketing agency set to disrupt the sales and marketing industries. We have developed a new B2B growth framework and reconfigured the 4P's of marketing into the 4R's in order to directly address the current and ever changing needs of B2B companies.

We are looking for interns who are able to help up delivery out innovating marketing services. This is not a paper pushing internship where you will be fetching coffee and copying documents. You will be fully engaged and integrated into the delivery of our services, and in particular our clients projects.

You will be reporting to one of our Service Delivery Manager who will provide you with the required training and mentoring throughout the length of your internship.

There are a number of projects that we have going, including the below, and having experience/knowledge in one or more of these roles are crucial to be considered for the internship. With how fast paced we move, we will be able to tailor the project to the intern based on their skills.

- Videography
- Design
- Copywriting
- Social Media
- Web development

With this internship, there is the potential for it to become a full time role upon completion for the right person.

## Key responsibilities and accountabilities:

- Liaising with Client where needed
- Follow the processes and procedures established for each Service delivery. When unsure, seek assistance from Service Delivery Manager
- Liaising with internal and external resource who provide parts of the service (copywriter, design, data, telemarketing team, web design, etc) to ensure service is delivered to agreed requirements, and on time.
- Doing or organising the Ad-hoc and final touches to products or services before delivery
- Organising content for client presentation
- Proofread content for delivery (tenses, grammar, wording etc.)
- Approve written content for delivery
- Organising images and Graphic Design where required
- Copywriting where required
- Creating schedule of tasks and activities
- Ad-hoc final touch ups on copy and graphics
- Presenting drafts to client
- Helping client to review and accept

## Qualities our intern superstar possesses:

- Customer Service
- Attention to Detail
- Common sense
- Team Player
- Adaptability
- Flexibility
- Patience (some of our clients are not native English Speakers)

## Tools / software to be used:

- Microsoft Office – Word, Excel, etc
- Mail Chimp
- DropBox
- Clockify
- Gmail, Google Calendar
- Canva // Crello
- Zoom / EyesOn / Google Meets / Skype
- Social Media Platforms – LinkedIn, Facebook
- ContentStudio.io
- Infinity
- Imgur