

October 4, 2017



## **Marketing Intern (Spring 2018)**

**Converge HR Solutions, Inc.** - Wayne, PA

### **Internship**

Converge is a premiere HR consulting, E- Learning and outsourcing firm located in Wayne, PA. Our team consists of professionals from a variety of industries who possess exceptional skills in the critical HR functional areas of recruitment and staffing, performance management, leadership training and development, compensation and labor relations. Our culture is based on the intrinsic values of excellence, integrity, and teamwork.

We are currently seeking a PR/Marketing Intern to work 15-20 hours per week, primarily under our Business Development Director. The potential for additional responsibilities and growth opportunities will be available to the ideal candidate.

The PR/Marketing Intern will assist our team of HR Consultants along with the Director of Business Development with research, social media updates, marketing materials, and generating leads.

The ideal candidate will:

- Work independently and analyze databases to effectively provide the Business Development Director leads
- Have the ability to utilize prior knowledge along with new research of current marketing and market industry trends to develop lists of potential clients that fall under the following categories:
  - Private equity investments
  - Legal databases
  - Trade Associations
  - Active lawsuits
- Assist the Business Development Director in developing sales strategies based on research findings
- Coordinate with the Business Development Director to identify business targets
- Assist in the development and posting of social media pieces related to HR topics and trends
- Assist with the creation and distribution of marketing materials

Requirements:

- Currently enrolled in an undergraduate or graduate program focusing on Public Relations or Marketing
- Willing to work in a small business environment

Approved For Posting  
Office of Student Life

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- Able to effectively interact with a team

In addition to these requirements we are seeking the following qualifications:

- Organizational ability and attention to detail
- Strong research and writing skills
- Excellent phone presence, previous experience with communication over the phone in an office setting strongly preferred.
- Interpersonal skills
- Ability to work independently as well as in a dynamic team environment
- Flexible, able to multi-task efficiently
- Process focused
- Technologically savvy with a thorough understanding of the Microsoft Office Suite, especially Excel

Job Type: Internship

Apply at: <https://www.indeed.com/cmp/Converge-HR-Solutions,-Inc./jobs/Human-Resource-Intern-898376350a0ee479?q=Internship>