



Marketing Associate

Part-time Student Employment

Summary of Position

The role will help our Account Management team with a variety of activities. We are looking for a self-starter with a strong interest in e-commerce, marketing automation, websites, print, promo, and apparel. The role requires a service heart and a “whatever it takes” mindset. Marketing Intern Duties and Responsibilities will likely include:

- Assist in the processing of client orders.
- Develop product proposals based on client requests.
- With supervision, develop print specs for quoting a variety of print work (sent to multiple wholesale printers for bid)
- Help to monitor and maintain client online stores (web portals)
- Conduct research on a wide variety of topics, including competitor analysis.
- Provide administrative support to staff when requested.
- Assist with elementary design work.
- Generating accurate reports and status notifications.
- Facilitate the buildout of social media content when requested.

Secondary Elements to Role:

- Assist with sales and marketing presentations.
- Assist with regular and special request client reporting.
- Coordinate and help manage internal meetings.

Education and Experience:

- Candidate should be in pursuit of a bachelor’s degree
- Demonstrated Marketing interest preferred (e.g., field of study, prior roles)
- Willingness to work from our office in Uptown Charlotte (this is not a remote role).



About Symphonix Solutions:

We are a fast-growing marketing agency headquartered in Uptown Charlotte, North Carolina, with sales offices in Florida and New Jersey.

- We are solutions-driven professionals who deliver service to every client with a sense of pride, urgency, and importance. We make sure our clients only ask once to get what they need.
- Our marketing agency specializes in providing our clients with commercial print, promo, and apparel products through custom online company stores we customize on their behalf. In addition to B2B clients, we work with large consumer brands like Boy Scouts of America, Publix, Meineke, Maaco, YMCA, and LaCroix, to name a few. Account Management, Project Management, Product Expertise, Sourcing, and Fulfillment are core parts of our value proposition to our valued clients.
- Our team comprises client-focused sales, marketing, creative, technology, and procurement professionals with the same goal – to provide effective and efficient solutions for our customers. Our commitment to our clients and each other drives a positive work environment and is why our team members thrive. Simply put, we love what we do.
- If you enjoy learning, having variety in your daily work, and helping others succeed, this job may be for you! If you like hanging out with teammates' dogs on Fridays, day-to-day personal interactions with intelligent people who care, happy hours, pizza parties, and giant kick-ass trophies... Symphonix may be your kind of place.
- If you are high-energy and want to work inside a dynamic marketing agency, learn the business, launch a fantastic career, and serve some genuinely awesome clients...drop us a line!

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Essential Skills and Abilities:

- Self-Starter – takes responsibility.
- Demonstrates the ability and desire to deliver quality work, on time.
- Deep passion for learning and growing (includes spending time away from the office to become more proficient on certain skills).
- Project Management Skills Facilitate Multi-Tasking (ability to Manage Multiple Projects Across Multiple Accounts Simultaneously)
- Strong Attention to Detail
- Ability to Work Under Pressure and Deliver Accurate Results. Deadlines can change.
- Flexible with the ability to Pivot (Timelines Shift, Vision is Adjusted, Early Results are Reported). Priorities can change.
- Strong Communication (Written, Verbal). Proactively provides updates.
- Team Oriented (The best interns learn to ask, “How else can I help?”)
- Service Heart and Mindset (Responsive & Passionate – “Whatever it Takes” Mindset)
- Grasp of Basic Business Math (Net v. Gross Profit. Markup vs. Margin)
- Ability to learn and leverage marketing technology.

Seriously... this internship **is not for you** if you do not want to learn, grow, run at a fast pace, and leverage marketing technology. We are too small for anyone to hide in the shadows. Our team runs way too fast to babysit anyone who prefers a casual stroll. Our clients deserve our best, and we are committed to helping them succeed. This internship is not going to be easy. It is a springboard for those individuals who want to jump high.



Technical Skills

- Microsoft Suite
- Adobe Creative Suite
- Willingness to Learn our Internal Systems
- Social Media Platforms
- HubSpot

Work Location

- Charlotte, NC Office
- No Relocation Assistance Available.
- Not a Remote Role

Work Setting

- Indoors, Environmentally Controlled
- Hybrid work locations to include a mix of home, Symphonix HQ Office, and Clients' Offices available after fully established in the role (after 90 Days)
- Flexible Work Hours (help with commute) – must be coordinated with Manager.

Body Positioning

- Spend Time Sitting
- Spend Time Using Your Hands to Handle keyboard, telephone, and office machines.
- Spend Time at Clients' Office(s), Warehouse, and Other Location(s)

Communication

- Regular communication and/or contact with others.
- Electronic Mail
- Face-to-Face Discussions
- Letters and Memos
- Text/Telephone
- Must adopt clients' preferred communication mediums

Compensation:

- \$12-\$15 an hour depending on skills and experience. The bigger the contributions, the higher the compensation.