

JOB POSTING: Marketing Intern – Springfield (HQ)

Posting Date: March 6, 2023

Expiration Date: April 7, 2023

Reports To: Kendall Conroy, Marketing Manager

Location: Springfield, OR

Recruiting Contact: Kendall Conroy

Contact Phone/email: 541-515-4073, kconroy@timberproducts.com

POSITION SUMMARY:

This internship would be a glimpse into marketing in the wood products industry, through a Timber Products lens. The intern would be a part of the marketing team, taking on special projects related to marketing and compliance. This internship is a 12-week paid position, with flexibility on a start date and work days/hours, and would be based at our headquarters in Springfield, OR.

MAJOR TASKS:

- Creating client profiles for Timber Products' existing customer base.
- Implementing new brand logos across all company assets.
- Updating product spec sheets to current branding and product information.
- Packing up and shipping promo items and branded apparel across company locations.
- Helping organize and maintain inventory of promo items and branded apparel.
- Assisting with the organization of governmental compliance documents.
- Communicating with domestic suppliers to obtain necessary legal sourcing documents.
- Performs other duties as assigned.

SKILL REQUIREMENTS:

- Currently enrolled in college pursuing a degree in a relevant field (marketing, wood science, business, graphic design, forestry, etc.)
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent computer skills including a strong background in Microsoft Office/Google Drive applications (Excel/Sheets, Word/Docs, PowerPoint/Slides), and ability to learn Salesforce.
- Proficiency in Adobe suite not required but would be a bonus.