



Job Description

Title: Marketing Intern

Department: Marketing

Reports To: Chief Operations Officer

Company Summary:

Medtrics Lab LLC, a medical software company founded by physicians, specializes in building applications that improve efficiency in clinical training. Medtrics is the company's flagship platform which provides advanced residency management tools for ACGME accredited institutions. It was developed by physicians in GME programs and is the first system developed from the ground up to meet compliance requirements under ACGME's Next Accreditation System (NAS). Medtrics simplifies the compliance process on an institutional and program level.

Job Summary:

With direct supervision, this individual will aid in the marketing and communication of Medtrics Lab LLC. This position provides exposure and opportunity to investigate a career, gain business knowledge, and practical application of marketing and communications within the health/software industry.

Primary Responsibilities:

- ☑ Assist with mockups, production, and distribution of marketing materials throughout the organization.
- ☑ Monitor social media channels and deliver prompt and appropriate responses.
- ☑ Collaborate with Chief Operations Officer and Management Team on a daily basis to brainstorm ideas for new and innovative marketing and social media campaigns.
- ☑ Assist in event planning, i.e. Medical Conferences.
- ☑ Seek and analyze competitor marketing and sales material both on and offline.

Education / Skills:

- ☑ Individual must be majoring in Marketing, Graphic Design, Communications, or Public Relations.
- ☑ Excellent communication, editing, writing, research, and organizational skills.
- ☑ Ability to be a creative thinker and who can work independently and collaboratively with others.
- ☑ Must have experience/knowledge of Adobe Creative Suite and Microsoft Office. Web design and general technology experience is a plus.

Workplace:

Work will predominantly be conducted remotely. Intern will be asked to meet with the Management Team for onboarding before starting remote work.

☐ Intern may have the opportunity to attend medical conferences

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Interested candidates should send their resume and cover letter to:

Chris Tokodi, Chief Operations Officer

Medtrics Lab LLC

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www.medtricslab.com