



Job Description

Title Marketing Intern
Department(s) Marketing
Reports To Director of Marketing/ Sales Manager

Job summary:

With direct supervision, this individual will aid in the marketing and communication of Schiff's Food Service, Inc. This position provides exposure and opportunity to investigate a career, gain business knowledge, and practical application of marketing and communications within the food distribution 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 Director of Marketing 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. Annual Food Show.
- 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.

Physical Abilities:

- Walking, sitting, standing, bending, driving, lifting and carrying up to 50 lbs.

Physical Workspace:

- Ability to travel to, attend, and conduct presentations.
- Occasional overnight travel and weekend and/or evening work may be required.

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:

Jessica Postal, Human Resources Director
Schiff's Food Service, Inc.

jpostal@schiffs.com

Office: [800-800-0557](tel:800-800-0557) ext. 244

Additional Information

HR use only	
Job department code	675
Pay rate	-
Management? (Yes/No)	No
Exempt/Non-Exempt status/Classification	Non-Exempt
Last revised	10/1/14