

Position Description: Marketing/Sales Assistant Internship

IPWatch is looking for a creative, self-starter who is eager to learn and work hard in a fast-paced technology environment. This person will support the Marketing and Sales department in its primary and administrative duties.

Internship Duties:

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- Support marketing executives in organizing various projects
- Assist in the organizing of promotional events and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Compose and post online content on the company's website and social media accounts
- Create marketing materials (presentations, brochures, press releases, ad copy, website design, pricing models, etc.)
- Prepare emails, mailers and brochures by formatting content and graphics; arranging printing and internet packages.
- Communicate directly with prospect clients and clients and encourage trusting relationships
- Assemble research by compiling, formatting, and summarizing information, graphs, and presentations
- Update industry, competitor, and client information in CRM software by inputting data from field sales
- Support sales by assembling quotes, proposals, videos, slide shows, demonstration of product capabilities, etc.
- Maintain promotional materials by checking and replenishing inventory

Skills and Qualifications Desired:

- Out of the Box Thinker, self-starter, self-learner who works well under pressure
- Experience working in office environment, preferably in marketing, sales, or client services capacity
- Experience with blogging, social media for business applications, and website design a definite plus
- Excellent analysis and reporting skills
- Exquisite oral and written communication skills
- Very detailed oriented and highly organized
- Demonstrable ability to multi-task and adhere to deadlines
- Proficient with MS Office and online applications (CRM tools, online analytics, Google Adwords, etc.)

About IPWatch Systems Corporation:

IPWatch's platform of solutions provide the opportunity for companies to revolutionize how they access, select, and manage intellectual property, domain name, and brand information. We offer the highest quality data combined with the fastest turnaround at the best value in the industry. IPWatch utilizes big data innovation to provide the fastest full trademark search accessing dozens of independent data sources consolidating results so that end-users can quickly solve their most critical business problems related to intellectual property and branding. Our proprietary and patent-pending technology and related algorithms provide unprecedented insight for our clients into their (or their competitors') intellectual property, business names, and related brand information. Our solutions guarantee unparalleled cost savings on a SaaS platform where comprehensive search results are delivered in a real-time web delivery model with clients having immediate access to their search data and IP portfolio from any internet enabled device. What takes our competitors several hours to days to produce, we deliver in a matter of seconds to minutes. IPWatch clients use our technology to build their brand equity, reduce potential business risk, and support profitable growth. IPWatch is revolutionizing the creation and protection of brands.

We are located one block from the UNA campus with flexible daytime hours. Interested applicants can send their resume and cover letter to Iris Daly at idal@ipwatch.com. For more information, please visit our website: www.ipwatch.com