

WE'RE HIRING!



Marketing & Sales Administration Intern - Toronto

Dominion Voting is searching for an organized and enthusiastic **Marketing & Sales Administration Intern** to join our team in Toronto! This is a temporary, part-time position with flexible days and hours. This person will be responsible for supporting our Marketing & Sales teams with a wide-range of real-world, hands-on projects to include conference/event planning and logistics, assisting marketing with assigned tasks, updating Salesforce data, organizing the RFP database, and contracts administration.

Responsibilities

- Gain hands-on, real-world experience by assisting the Marketing Coordinators, Proposal Writers, Salesforce Administrator, Regional Sales Managers and Sales Leadership with a wide-range of projects and tasks
- Assist with conference/event related tasks to include preparing shipments, managing event supplies inventory in Toronto, printing materials, putting together brochure packages, creating conference advertisements, etc.
- Assist the Marketing Coordinators with marketing tasks such as preparing e-newsletters, sending out customer communications, making supply orders, researching vendors, creating and distributing Holiday cards, etc.
- Assist with Salesforce data input to include updating contacts/contact lists, customer map data, updating marketing library, and overall record keeping.
- Support the Proposal Writers with RFP administration to include printing, filing, organizing content library, keeping track of material inventory and orders, etc.
- Support contract administration to include printing contracts, collecting signatures, scanning, filing, etc.
- Provide assistance on other ad hoc assignments/projects, as necessary.

Qualifications

- Pursuing a Bachelor's Degree, with an emphasis on Marketing, Writing, Graphic Design, Business Administration, Project Management, Social Sciences or similar is required
- Must be able to work at least 8-10 hours per week in our downtown Toronto office (days/schedule is flexible)
- Previous experience working in an office administration and/or marketing/sales capacity is preferred
- A passion for technology, marketing, sales, and/or public policy & democracy is critical
- Must be proficient with MS Office to include MS Outlook, MS Word, MS, Excel, etc.
- Knowledge of Adobe Creative Cloud - Illustrator, Photoshop, InDesign - is an asset
- A team player who is eager to learn and proactive
- Must be well organized with strong time management skills and enjoy a fast-paced work environment
- Ability to take direction and work with professionalism at all times
- Excellent interpersonal skills plus strong verbal and written communication skills
- Strong focus and commitment to a positive customer experience and responsiveness
- Strong analytical and problem-solving skills
- Ability to multi-task and support multiple priorities
- Must be able to lift up to 35 pounds

[Click here to apply!](#)