

**NineSigma
Marketing Assistant**

Job Title: Marketing Assistant
Department: Marketing
Reports To: Vice President, Marketing

CORPORATE OVERVIEW:

NineSigma works with Fortune 500 companies to connect them to new sources of innovation from the global research and innovation community. We are considered a thought leader in the fast-growing area of Open Innovation. We are engaged by our clients to lead transformation efforts that help our clients to develop new processes for finding new sources of innovation. Our client industries are varied and include Aerospace, Automotive, Chemical, Consumer Products, Materials, Prepared & Processed Foods, and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

The Marketing intern will work under the direction of the marketing team to assist on tasks and/or projects as needed. The position requires 25-30 hours per week.

- Market Research
 - Client Data/Research
 - Competitor Data/Research
 - Making telephone contact to verify information
- Assist with Trade Show preparation
- Lead generation initiatives
- Some administrative tasks

DESIRED RESPONSIBILITIES (these duties are desired, but not essential):

- Graphic Design
 - Design wide variety of advertisements, collateral, promotional materials, email, direct mail, presentations, website enhancements, trade show materials,
 - Interface with vendors to ensure delivery of quality finished products

QUALIFICATIONS:

- Excellent oral and written communication skills
- Able to handle multiple tasks and meet strict deadlines
- **Cross-platform proficiency**
 - Microsoft Office (Excel, Powerpoint, Word, Access)
 - Graphics Software and design development capability
- Creative
- Independent self-starter
- Knowledge of the internet to generate needed information
- Attention to detail
- Previously worked in the office environment
- Database systems ability will be a plus
- **Located in Greater Cleveland / Surrounding area.**

PHYSICAL DEMANDS:

Reliable transportation is expected.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk, hear and visually view items. The employee is required to use hands to finger, handle or feel and reach with hands and arms. The employee is often required to stand and walk and must be able to lift and/or move up to 15 – 20 pounds.

WORK ENVIRONMENT:

- Non-smoking environment
- No firearms allowed

Please submit a letter and resume preferably via email to:
Kennon@ninesigma.com