# International Marketing Assistant Intern

## About Imex Management

Imex Management, Inc. is the official North American representative for a host of leading overseas trade exhibitions serving the food and beverage, oil & gas, construction equipment and animal processing & production industries. Our mission is to promote and facilitate participation in these events of U.S. exporters and buyers. For more information on our company, please visit our website [www.ImexManagement.com](http://www.ImexManagement.com).

## Internship position details

<table>
<thead>
<tr>
<th>Title:</th>
<th>International Marketing Assistant</th>
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<tbody>
<tr>
<td>Industry:</td>
<td>International Trade Exhibitions</td>
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<tr>
<td>Compensation:</td>
<td>Stipend</td>
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<tr>
<td>Start Date:</td>
<td>Spring/Summer</td>
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<tr>
<td>End Date:</td>
<td>Flexible based on candidate’s availability</td>
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<tr>
<td>Hours per week:</td>
<td>15-30 or more as needed for credits</td>
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**Description:** Qualified individual will assist project managers in the research and promotion of international tradeshows to the U.S. food & beverage, construction equipment, oil & gas, Animal Production and Processing and smart card industries.

**Details of Responsibilities and Tasks:**

- Maintain and update the company’s database on Microsoft Access
- Learn the basics and benefits of International trade, exhibitions, marketing promotion, new market entry, sales increases, etc.
- Marketing research and direct mail pieces (print and electronic)
- Public Relations support and utilizing advertising tools in an American organization dealing with foreign market promotion and marketing events.
- Telephone follow-up
- Related duties include company website management, exhibitor brochure and directory preparation

**Requirements:**

- International Business or business-related major
- Strong written and verbal communication skills
- Proficiency in MS Office (Word, Outlook, Excel & Access)
- Familiarity with the internet
- Strong research and telephone skills
- Good organizational skills

**Incentives:** Gaining experience, knowledge and credits (if applicable) relevant to your major.

## How to Apply

Send a cover letter and resume to apply for this position. Applications will be accepted between 4/1/13 and 5/31/13.

Interested candidates should contact:
Beth Robba, Office Manager
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