**Department:** Finance  
**Hours worked per week:** 35-40 hrs  
**Primary tasks/assignments:**
- Accounts Receivable - Handle outstanding A/R issues including collections
- Invoicing – create and send weekly, bi-weekly, and monthly invoices
- Ad-hoc – meetings, filing, copying, commissions assistance, analysis, research, etc.

**Qualifications:**
- Strong MS Office experience, specifically MS Excel
- A qualification or working towards completing a degree in finance or accounting
- QuickBooks experience preferred, not a must have
- A very high level of attention to detail
- Initiative, drive, common sense, & creative flair and flexibility is essential
- Willingness to undertake routine administrative tasks
- Demonstrated academic success via 3.0 GPA or higher

**Department:** Sales & Marketing  
**Hours worked per week:** 35-40 hrs  
**Primary tasks/assignments:**
- Assist with developing/scrubbing Marketing/Sales database and contact information
- Sales Packet development (consolidating marketing materials, binding, and providing them to Sales teams)
- Market intelligence and research, i.e. researching priorities & objectives of specific companies and industries
- Assist with gathering content for various Marketing programs, i.e. Newsletters, E-mailers, Collateral, etc.
- Assist with executing and reporting on various Marketing initiatives and campaigns
- Generating Marketing reporting, metrics and measurements
- Undertake basic public relations assignments
- Coordinate special projects, bulk mailing, and events as identified by supervisor including follow up as needed
- Promote hiSoft through social media: Facebook, Twitter, LinkedIn
- Assist with miscellaneous special projects

**Qualifications:**
- A qualification or working towards completing a degree in marketing, business administration, or communications
- Strong computer skills, including Microsoft Office, Illustrator, Adobe Photoshop or InDesign
- Strong communication and writing skills
- A very high level of attention to detail
- Ability to be flexible, adaptable and work well in a high pressure environment
- Initiative, drive, common sense, & creative flair and flexibility is essential
- Willingness to undertake routine administrative tasks
- Experience of working in a marketing or communications environment would be an advantage
- Knowledge of social media a plus
- Demonstrated academic success via 3.0 GPA or higher
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