Student Internship

We are seeking interns to help with the many related tasks to our software company. Some areas include Sales, Marketing, Customer Service, Graphic Design, and Public Relations.

Responsibilities include but are not limited to:
- Maintain communication and assist with the needs of the company
- Provide support to all departments, including Customer Service, Sales, and Marketing on a wide range of tasks and projects
- Accomplish marketing and organizational tasks as needed
- Manage daily office functions such as handling incoming phone calls, greeting visitors, providing logistical coordination for team events, etc.
- Conduct research and collect data for future blog posts and media campaigns
- Work as part of a team effort

Requirements:
- Excellent communication skills, verbal and written
- Proficient in Google Suite: Google Sheets, Google Docs, etc.
- Have familiarity with managing processes
- Maintaining employee files
- Interest in analyzing information and data collection
- Interest in using social media software, such as: Facebook, Instagram, Twitter, Pinterest, etc.
- Problem solving skills
- Supply management and organization of company inventory
- Strong ability to multitask
- Positive and enthusiastic attitude is a must

Bonus Skill Sets: Not required for hire
- Previous experience in a sales related role
- Bilingual
- Experience in a researching role
- Proficiency in Apple Products

Some Fun Details Perks:
- Extensive on site training
- Competitive salaries
- Paid travel to select conferences
- Holiday themed surprise parties
- Unlimited growth opportunities

Send resumes to hello@detailsflowers.com