



Trainee/Internship Program Offer

(10294) Marketing/Proposal Assistant Trainee – Minneapolis, MN



Start Date: July 1, 2018

Hours: 40 per week

Location: Minneapolis, MN

Program Duration: 18 months

Compensation: \$14.00 per hour

Positions: 1

Host Company Description:

The host organization provides disaster and recovery management as well as civil construction services throughout the United States and abroad with wide-ranging projects in their size and budget. The company has several key offices in the U.S. where training will be conducted. The training time may be split between offices in different states which would require trainee's relocation.

Position Description:

The trainee will assist in:

- Producing electronic and paper proposal deliverables
- Maintaining schedule of deadlines and proposal requirements
- Maintaining of company drive of generic proposal documents
- Document merging and production
- Preparation of PowerPoint slides/presentations
- Brochure design assistance and production
- Support to Social Media efforts

Applicant Qualifications:

- To apply for the **Trainee** program, applicants must hold a Bachelor degree in Marketing, Business, Technical Writing or related discipline and least 1 year of professional work experience in this field, OR be career professionals of 5 or more years of professional experience in Marketing, Business, Technical Writing field.
- **FLUENT English is required (written and spoken)**
- Exceptional Microsoft Work skills
- Strong PowerPoint and Adobe Professional Suite skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title

