



Marketing Intern

- FLSA Status: Non-Exempt
- Commissionable: No
- Individual Contributor

Earthwise Environmental is an industry leader in safe, efficient and environmentally sound water treatment and management solutions. Our areas of proficiency include boiler, cooling tower, closed system and waste water applications.

Job Title	Marketing Intern	Date	June 11, 2015
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The Marketing Intern is responsible for gathering information on water and energy consumption from targeted municipalities in the Southern Wisconsin and Northern Illinois regions. Data collection will involve phone calls, internet research, letter writing and emailing. The information on top water and energy consumers will be consolidated and presented in a format to be used by the sales department when calling on new clientele. The expected schedule is 20 hours per week in the Wood Dale, IL office. Normal office hours are 8am to 4pm M-F. Days flexible.

Responsibilities

- Identify municipal water services in Southern Wisconsin and Northern Illinois
- Contact the water providers and request information on the top water users within the district
- Identify the potential clients within the top water users of the group
- Gather information on those potential clients that will benefit the Sales Department when calling on them
- Create a format for presentation of the data that will become the company standard and conveys the information concisely
- Report to the Controller in a weekly progress meeting

Behavior and Skills

- Excellent verbal and written communications skills
- Strong interpersonal skills
- Customer service focus & results oriented
- Work independently and stay on track with minimal supervision
- Sincere and open communication
- Strong environmental consciousness

Education and Work Experience

- 2 years college experience
- Basic Office Suite ability with a focus on Excel and Word
- Some office work preferred but not required

Acknowledgement

I understand and agree to the duties and expectations of my role as outlined in this job description.

Printed Name and Signature

Date