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# Example of Product / Marketing Intern Job Description

Our growing company is looking for a product / marketing intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for product / marketing intern

* Helping develop marketing concepts (grounded in "facts" and observation)
* Assisting with the execution of marketing and retail programs
* Attending various meetings while compiling notes and next steps that will be distributed to key stakeholders
* Observe and take part in product meetings, provide opinions based on market knowledge and summarize meetings for global team consumption
* Create compelling presentations, infographics or other creative material as require
* Investment Product exposure
* Navigating a large, global organization
* Drive the progress of the collateral review & approval process in a timely manner
* Assist the team with the development & deployment of key communication materials (IANs, Sales briefs, Monthly Reports)
* Generate report & data extracts from internal enterprise and sales & marketing management systems (AARO, Qlicksense, SFDC, Netdimensions LMS, Seismic, Marketo, ) to support input required for strategy development & deployment

## Qualifications for product / marketing intern

* Self-starter who is able to probe with the right questions to support the timely and effective completion of their assignments
* Understanding of the consumer, technology and competitive forces impacting the advertising and cable industries a plus
* Recent graduates or finishing studies in marketing & international business related subject
* Be able to establish a full time internship agreement during 6-12 months between university or school and Reebok
* Excellent written and verbal communication skills and the ability to handle multiple projects simultaneously is a must
* Experience in the digital ads industry is helpful