



Marketing Assistant - Paid Intern

(Job Description)

Position:	Marketing Assistant - Paid Intern	Posting Date:	01-2017
Start Date:	Immediate	Type:	Flexible Part-Time
Location:	Lexbe Offices in Austin, TX	Contact:	hr@lexbe.com

OVERVIEW

We are offering a paid intern position as marketing assistant for a qualified student.

ABOUT LEXBE

Lexbe is a small Austin-based software technology company providing electronic discovery services and software for law firms and organizations involved in complex litigation. We are located in north Austin (Mopac and 183).

JOB ACTIVITIES

- >Assist with capturing and analyzing marketing campaign metrics.
- >Data collection and entry.
- >Copy editing and proofreading content. >Assist in creating compelling content for social media, blog, newsletter and webinars.
- >Conduct other activities related to administrative support of office management as assigned.

REQUIRED SKILLS & EXPERIENCE

- >College or graduate student in good standing (local Austin candidates only).
- >Strong attention to detail and ability to follow processes & procedures.
- >Excellent written and verbal communication skills.
- >Strong organizational skills and interpersonal skills.

REQUIRED SKILLS & EXPERIENCE (cont)

- >Excellent skills in Office software with a capacity and interest to learn additional software.
- >Technology savvy, can-do attitude and approach.
- >Quantitative mindset and comfortable using Excel.
- >Organized, detail oriented and highly motivated with strong analytical, computer and oral/written communication skills.
- >Quick learner who grasps concepts and processes quickly and intuitively.
- >Excellent references required.

OTHER DETAILS

- >\$12.00/hour (contract 1099).
- >Applicants must be currently authorized to work in the US for any employer, and live in Austin, TX or the immediately surrounding area.
- >Able to walk/sit/stand as needed for extended periods of time and lift 30 Lbs unassisted.
- >Exercise work-out room available to staff on-premises.
- >Must be able to clear background check.

APPLICATION

- >Please email a cover letter explaining your interest and work availability as well as your detailed resume to hr@lexbe.com and cc rcamacho@lexbe.com.
- >We conduct standard background and security checks.