

TrustScripts

Marketing Support Internship Opportunity

Are you looking to earn some extra money, gain valuable general office and business experience, and possibly position yourself for career opportunities after graduation? TrustScripts offers flexible part-time hours with a healthy mix of work & fun in a place to learn & grow.

We are helping to make prescription medicine affordable to everyone regardless of financial status or insurance coverage. Our mission is to eliminate the financial relationship between the insurance companies and the large pharmaceutical companies, who have been getting rich at our expense and pass that savings along to the consumers who need these medications to live longer, healthier lives. We help you get medicine at a discount, alert you of drug-savings specials, and strive to make medicine more affordable for everyone.

POSITION SUMMARY:

The Marketing Internship will help support our efforts in marketing & maintenance of a sales pipeline for a new benefit service offered to our clients and prospects. The Marketing Internship will research sales leads, coordinate appointments & sales meetings, maintain our sales pipeline database, and provide administrative support.

This position is an Internship, whereby emphasis will be placed on learning and exposure to certain business processes in preparation of post-graduate employment opportunities.

JOB FUNCTIONS:

- Proactive market research to identify target business market segment.
- Conduct telemarketing calls to potential business leads and partners.
- Schedule and coordinate sales meetings.
- Maintain sales pipeline database and alert Sales & Service team as to significant deadlines, deliverables, target goals, and obstacles.
- Assist with the preparation of spreadsheets, brochures, announcements, content development, and presentations to support sales efforts.
- Research and summarize latest employee benefit trends, products and services, for the group segment.

Knowledge, Skills and Competencies

- Ability to work independently and exercise professional judgment.
- Understanding of work related documents.
- Ability to effectively utilize available tools and identify new resources to support market segment research efforts.
- Ability to manage multiple tasks with flexibility to handle dynamic workflow.
- Effective organization of files, records and documents.
- Ability to develop productive working relationships with both internal and external groups.
- Demonstrates creativity and imagination.
- Basic knowledge of common computer software applications including Microsoft Office Suite.

Work will be performed at our Philadelphia office located at:

2218 Race Street
Philadelphia, PA 19103.

For more information, visit our website at www.trustscripts.com

Hours/ Week: 15-20

Please email your resume to
Email: gbockman@experiencehr.com