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**Infinitee Communications 2019 Summer Internship – Account/Brand Management**  
**Atlanta, GA**  
March 2019

**OVERVIEW**

infinitee is hiring a summer intern for account/brand management. This position requires a detailed, energetic and strategic-thinking team member. As an intern, you will provide account service support to several senior account managers. You must be able to work closely with our internal team helping them meet our clients' needs and goals. You will work with a range of clients under the direction of our senior account managers ensuring all day-to-day work is executed flawlessly, on time and on budget.

**RESPONSIBILITIES**

**What Will You Do?**

- Support infinitee's account managers in their daily responsibilities.
- Assist in preparing client proposals, creative strategy briefs, project approvals, project revisions, proofing and other daily account services under the direction of the account managers.
- Help account managers coordinate projects with the creative team, establishing schedules, project overviews, production guidelines, and deadlines
- Assist in taking and distributing meeting notes and call recaps after all meetings and follow through on next steps.
- Assist the account managers to ensure that the needs of our clients are met on time, and proactively manage project expectations internally and with the client.
- From time to time, you will be asked to assist other team members and / or managers with requests they may have.

**REQUIRED SKILLS/KNOWLEDGE/EXPERIENCE**

**What Do You Need?**

- Working towards a Bachelor's degree in marketing, advertising, communications or other related field
- Talent for interpersonal, written and oral communication
- Capacity to be highly organized with a strong attention to detail
- Knowledge of SEO, SEM and website development
- Proficiency in social media, email and digital marketing
- Exposure to print media and production specifications
- Professional and positive attitude and appearance
- Ability to:
  - Establish priorities and objectives and make realistic commitments
  - Work in our Buckhead Atlanta office 40 hours a week
  - Be a strategic thinker with strong analytical skills
  - Effectively establish priorities and manage multiple projects in a fast-paced environment
  - Be results-oriented, goal-focused and budget conscious
  - Handle pressure and stress without sacrificing quality
  - Be a team player yet also a self-starter who can function independently
  - Change course of action when appropriate or necessary
  - Handle feedback then respond accordingly
  - See challenges as opportunities
  - Listen to others and enjoy each day to the fullest