

Vital Voice & Data Job Description

Available Positions: Junior IT Technician, Marketing Assistant

Job Classification: Internship

Supervisor: CEO

Organization Description

Vital Voice & Data is a Technology Solutions Firm specializing in helping businesses streamline, implement and effectively manage their IT and Telecommunications service needs. The company is entering its 10th year in business! Privately owned and operates with an innovative environment and entrepreneurial company culture. Improve your life; get invaluable, hands on experience- Join our team!

Junior IT Technician Duties

- Participates in the review of technical designs
- Assists in unit testing to verify the system functions satisfy business requirements
- Assists in the preparation of project plans that outline expected tasks and activities
- Evaluates software vendors and solutions
- Assists in performing diagnostics and preventative maintenance to ensure that network systems are operational.

Marketing Assistant Duties

- Social Media Marketing- Twitter, Linked in, Facebook, YouTube, Web Advertisements, etc.
- Assist in strategizing, developing and implementing a Marketing/SMM plan each quarter
- Manage lead database
- Contribute to the generation of proposals, contracts, press releases, etc.
- Develop a strong understanding of company's products and services

Qualifications

- Intern must possess excellent verbal, written and communicative skills
- Intern must be proficient in Word, Excel, PowerPoint, and Adobe
- Intern must possess excellent internet research skills
- Confidence to share ideas and the ability to grasp new concepts quickly
- Minimum 3.0 GPA
- Must be enthusiastic, highly organized, self-motivated

To apply, send resume and cover letter to info@vitalvoiceanddata.com