

# CAPSULE

## overview

Capsule has an immediate opening and is seeking a Marketing/Research intern to work up to five days a week at our North Loop Minneapolis office. We're a fun, vibrant and hardworking bunch and we expect the same of our interns.

## important attributes

This person must be high energy, driven and willing to work in a collaborative team environment. This person must also be willing to take on a multitude of tasks required in a small company as well as seek out tasks if they find a lull in their duties.

## responsibilities

### Marketing/Research

- General research on prospective clients and management of the marketing database for accuracy and detail
- Coordinating details around new business presentations to prospects or clients
- Marketing research data compilation, analysis and report writing

### General Duties

- Answering phones and general administrative tasks as requested, preparing mailings and keeping office/kitchen spaces clean and tidy

## education requirements

BA from 4 year college/university (completed or currently working toward)  
Knowledge of Microsoft Office Suite and Adobe Suite  
Experience with research a plus

## timing

March 1, 2018 - Three months

## compensation

Monthly stipend

## still interested?

Send your resume to Petra Tate at [petratate@capsule.us](mailto:petratate@capsule.us).  
No walk ins or phone calls please.

