



COPPERERA

Employee Job Summary & Responsibilities

Commercial Construction
Marketing Intern

SCOPE

The Construction Marketing Intern will work under the direction of the Accounting/Marketing manager. The overall goal of this position is to create a variety of marketing materials to strengthen brand visibility and recognition.

RESPONSIBILITIES

1. Work on a variety of products including proposals, signage, advertisements, marketing collateral and other special projects.
2. Coordinate various marketing projects from collaborating with team members for ideas to design, print, and production including:
 - Develop graphics and layouts for proposals, marketing collateral, advertisements and other marketing projects
3. Work in software such as Excel, Word, PowerPoint, Publisher, Photoshop, and Bluebeam
4. Work with vendors to negotiate prices and schedules

Skills & Personal Attributes

The candidate must demonstrate the following skills:

- Attention to detail
- Team player with positive outgoing attitude
- Ability to solve problems
- Effective verbal and listening communications skills
- Very effective organizational skills
- Excel, Word, Power Point, Publisher, Photoshop, and Bluebeam software skills

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be self-motivated
- Be flexible
- Demonstrate sound work ethics

Working Conditions & Physical Demands

Ability to work at a seated desk for 8 hours a day with breaks

Employee will be required to walk, kneel, sit, and/or stand for long periods of time. Will need to lift and/or move items of 25+ pounds.

Mental Demands

Required to analyze, and interpersonal skills for communicating and coordinating. Will need to know how to copy, instruct, compute, synthesize, evaluate, as well as compile and negotiate.

Evaluations and Pay Scale

COPPERA, LLC conducts employee evaluation 90 days after official hire date. The purpose of this evaluation is to determine how employees are performing their day-to-day job duties, set personal career goals for growth within the company, and increase pay as needed.

Commercial Construction Marketing Intern

Highly depends on current skill level

\$10.00 - \$14.00



Mission, Vision, and Values Statement:

Our mission is to be the leader in the commercial plumbing industry in Central Texas and surrounding areas through our relationship focused approach. We strive to be a company where employees are proud to work for and customers are eager to do business with. We value quality of service, collaboration, efficiency, and knowledge. S&D Commercial Services values are based on our Christian beliefs and understanding that we will accomplish more together than apart.

Seven Core Competencies:

- ✓ Relationships – Employee Relationships/Customer Relationship/Business Partners
- ✓ Collaboration
- ✓ Leadership
- ✓ Quality
- ✓ Dedication

Interested? Please send resumes to:

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