



**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:

Liz Dowdy

[liz@copperaco.com](mailto:liz@copperaco.com)

421 Talbot St | Taylor, TX 76574

O: (512) 365-1838 C: (979) 540-6440

# Construction Marketing Intern.

## CERTIFICATION

<p>_____ Employee Signature</p>	<p>_____ Supervisor's Title</p>
<p>_____ Printed Name</p>	<p>_____ Supervisor's Signature</p>
<p>_____ Date</p>	<p>_____ Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to this position.</p>

  

<p>_____ Senior Administrative Officer</p>	<p>_____ Date</p>
<p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of working bring performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.