



YOUR PROMOTIONAL RESOURCE

## Internship Responsibilities

*Thank you for your interest in an internship with Brandits.*

*During your internship you will have the opportunity to see many facets of the promotional products industry and graphic design. You will also provide good exposure to a growing small business operation (8 employees).*

### **Your internship will involve the following responsibilities:**

- Assist with general order management
- Assist with graphic design needs – full creation of digital artwork or manipulation of existing
- Maintain filing system for vendors / suppliers / catalogs etc.
- Attend sales meetings when applicable
- Internet research and sourcing of new and exciting products
- Assist with proposals/presentations whenever possible
- Assist in drafting correspondence/flyers for season product highlights
- Business-related errands/deliveries as necessary
- Phone calls / solicitations for sales-related needs / information gathering
- Answer phones and transfer calls
- Organize and inventory samples and fulfillment products
- And much more!

**Day by Day:** Things change in the office on a daily basis. Each week seems to bring on a different challenge. We will do our best to make sure that you have the opportunity to become involved in many of the duties related to being a part of a distributorship, so that you have a better understanding of the promotional industry. Our commitment to you is a well-rounded internship experience. You will learn a great deal!

**Schedule:** Your office schedule will depend on your work / school schedule. We will work around your current class / employment schedule. We require a consistent schedule in order to properly plan your work day each week. This internship is considered a job / career by your College / University and by Brandits. Please adhere to the agreed-upon schedule.

**Required hours:** These are typically dictated by the College or University which will be giving credits for the internship and vary by credits earned. Please provide all information related to the College / University requirements so that we can ensure that we are in full compliance.

**Attire:** The office is casual. Jeans, pants, etc. are appropriate. Cut-offs / revealing attire / overly casual attire is not permitted (use good judgment). During certain events all staff must wear the required uniform. During all meetings with clients, staff must wear business casual attire or a suit if appropriate. Presentations and other events may require a business suit or a more formal type of business attire. You do not need to purchase a suit if you do not have one.

*Finally - Let's have some fun! Our interns have enjoyed many opportunities for fun and laughter with our team.*

*Expenses – Gas stipend will be provided for fuel expenses.*

*Look at our website [www.branditsnow.com](http://www.branditsnow.com) to learn more about our company.  
Contact Chelsea Flynn at [orders@branditsnow.com](mailto:orders@branditsnow.com) or 828.232.9994 x 105 with questions.*

***Please send a resume/summary of work experience to [orders@branditsnow.com](mailto:orders@branditsnow.com), if interested.***