



target media

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J O B D E S C R I P T I O N

Internship for Target Media USA

An Intern for Target Media reports to the Director of Strategic Services and is responsible for assisting with the administrative office functions

© Required Skills:

- Strong administrative and customer service skills
- Demonstrated administrative competence
- Must be a detail oriented and able to work independently
- Must be computer literate with experience in Microsoft Word, Excel, Powerpoint and various other programs
- Positive, team player who is willing to learn and actively participate in company development objectives
- Ability to prioritize, multi-task, anticipate needs, follow-up, communicate effectively and thoroughly with clients and co-workers via phone, written correspondence, face-to-face meetings and/or email.

© Compensation:

Course Credit to be established with the Intern's college.

© Responsibilities include, but are not limited to, the following:

Office Administration – Intern will work with the entire Target Media team to ensure that the office is functioning effectively and efficiently and to provide a high level of customer service. This may include, but is not limited to answering multi-line phone system, maintaining filing system, booking travel, ordering office supplies, shipping/ mailing, greeting guests, writing letters, corresponding with the building personnel.

Media Coordination - The Intern may also assist with research, avails and client projects as needed. This may include, but is not limited to working directly with the Media Coordinator and Business Manager to place insertion orders, post invoices, cross-reference station confirmations, enter data into the various media buying software applications.

Goals – The Intern will work with the Director of Strategic Services and Controller to establish clearly defined measurable goals that align themselves with Target Media's Key Performance Indicators. Performance metrics will be established for the Intern and will be reviewed as required.

Reports – The Intern will help to maintain all contact lists and assist with media reports as needed.

© Evaluation of Performance

- Performance will be evaluated during an exit interview at the end of the internship.
- Target Media will complete and provide performance evaluations and/or overviews to the college upon request.

For questions or to submit your resume, please contact:

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