

Account Services Intern at Giant Ideas

JOB DESCRIPTION

- Communicate with clients as directed by Giant Ideas staff via phone and email.
- Answer phone calls and direct to team members as appropriate.
- Research prospective client's current marketing & advertising campaigns. Summarize into reports and make recommendations for enhancement.
- Research the marketing & advertising campaigns of specific industries as directed by Giant Ideas staff and perform SWOT analysis if needed.
- Monitor social media for clients as directed.
- Create reports on earned media, social media, and website traffic and format according to specific client requirements.
- Assist Giant Ideas staff in researching and assembling data regarding media outlets for specific markets.
- Assist Giant Ideas staff in client meetings as needed.

Unpaid, course credit.

Katie Conlon
Social Media Manager
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