



Ingenics is a **leading consulting firm** that helps companies across a range of industries to achieve lean operational excellence. Our comprehensive approach covers all phases of a project: from initial planning to systems design, final implementation, and continuous improvement.

Ingenics' key services can be defined as: planning, optimization and qualification with focus on three key business areas — factories, logistics and organization.

To further expand our project teams in **Greenville, South Carolina** we are offering following position:

## › Internship – Sales / Marketing / Office Management

### Your responsibilities:

- › Support of Internal Marketing & Sales Processes:
  - › CRM system support and evaluations
  - › Mailings & marketing campaigns
  - › Social media appearance and activities
  - › Creation of acquisition letters and presentations
  - › Market research
  - › Organization and participation in trade & job fairs
- › Support of Office Management and Senior Management:
  - › Monthly closing activities (time Sheets, payroll)
  - › Support document handling (e.g. fill out/processing forms)
  - › Internal process improvement
  - › Travel management & SAP training for new employees
  - › Visa Process for foreign employees
  - › Regular update of our intranet webpage
  - › Daily office tasks (e.g. phone, mail handling)

### Your profile:

- › Currently pursuing your Bachelor's or Master's degree in an related field of studies and already completed your first two years.
- › Any suitable combination of education, training or experience is acceptable.

### Timeline:

- › Start within 3<sup>rd</sup> quarter of 2018 (ideally July)
- › 3 to 6 months duration

### Ingenics offers:

- › A modern, team-oriented working environment with many opportunities for personal development and further training on the job.
- › Due to the worldwide presence of our customers, you have the chance to gain knowledge and experience to work in an international environment.

Should you be interested, please apply via email to [andreas.Heinzelmann@Ingenics.com](mailto:andreas.Heinzelmann@Ingenics.com) and please include your resume.

### Ingenics Corporation

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