



Bringing Energy to Ideas.

**DNA Creative Communications, LLC**  
**103 East Park Avenue**  
**Greenville, SC 29601**  
**864-235-0959**  
**www.dnacc.com**

**Job Type:** Full-time

**Category:** Advertising/Marketing/Public Relations

**Job Title:** Marketing Intern

**Job Description:**

Small advertising/public relations agency seeks person responsible for assisting account executives/manager in the day-to-day management of accounts and various administrative duties. Must provide administrative assistance to the account executives and must be able to multitask and take initiative with assigned projects. Strong verbal and written skills required. Strong PC skills required, including experience with Microsoft Excel and Microsoft Word. Should have a strong work ethic and be a team player. Résumé and writing samples are required to apply for the position.

**Responsibilities include:**

- Proofreading copy, artwork, press releases and printers' proofs
- Ensuring that all work completes the standard agency approval process before being reviewed by clients or turned over to vendors
- Assisting account executives/manager in planning and research
- Manage deadlines in an efficient manner
- Maintain filing system & offer office support
- Write copy for ads, press releases, web sites, marketing materials, etc.
- Manage small client projects on as needed basis
- Maintain a client notebook for all assigned accounts

**Submit résumé and writing samples by email to: [debbie@dnacc.com](mailto:debbie@dnacc.com)**

