



## **WHO WE ARE?**

PacMin brings imagination to life by providing visually dynamic marketing solutions to a wide range of industries, ranging from aviation and aerospace to events and entertainment. PacMin creates custom scale models, trade show exhibits, dynamic graphics, and promotional solutions to help businesses build key relationships.

We are looking for a **Digital Marketing Intern** to join our team of talented and enthusiastic professionals!

**PURPOSE:** Provides support to the Marketing Department, with main focus on digital marketing as it relates to our e-Commerce store.

**EDUCATION & EXPERIENCE:** 2-year college degree in Business or Marketing careers preferred. Digital Marketing emphasis is a plus. 1-2 years of experience with social media, and retail or e-Commerce.

## **KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

- Ability to create, edit, and publish content (original text, images, or video) that builds meaningful connections
- HTML knowledge not required, but a plus
- Basic computer skills
- Knowledge of online marketing and good understanding of major marketing channels
- Demonstrable social media experience and knowledge a plus
- Proven working experience in social media marketing or as a digital media specialist (specifically Facebook, Instagram, and LinkedIn) a plus
- Excellent writing and editing (photo/video editing a plus)
- Still frame or product photography skills a plus
- Ad buying experience a plus
- Understanding of OnePageCRM is a plus (or any other CRM)
- Positive attitude, detail and customer oriented with good multitasking and organizational ability
- Spanish fluency is a plus
- Passion for aviation is a plus

## **DUTIES/RESPONSIBILITIES:**

- Order entry and ensuring orders ship on time
- Enter SO# whenever there is a new model shop order
- Add/update e-Commerce store customers
- Follow up on orders to ensure they're shipped within the specified timeframe established
- Photo of any e-Commerce store product before it ships
- Update e-Commerce store with tracking number whenever an order is fulfilled
- Add new products to e-Commerce website
- Work with team to ensure 95%+ inventory accuracy
- Implement any couponing, sales, or promotions throughout the website
- Assist with implementing the content calendar
- Scheduling posts on Facebook, Instagram, LinkedIn via HootSuite, Buffer, Later, or other automation app
- Cover the front desk phones when needed
- Assist with other departments as needed

## **WHAT WE OFFER?**

Besides a GREAT culture, recognition programs, monthly celebrations and fun events throughout the year, we offer a complete benefits package that includes 401-K matching plan, medical, low cost vision, dental, accident, and free life insurance for all eligible team members!

All interested candidates should send their resumes to [jobs@pacmin.com](mailto:jobs@pacmin.com)