RETRAX Holdings, LLC

Job Title: Marketing/Graphic Design Intern
Location: Grand Forks, ND

General Job Summary:
This is a Marketing/Graphic Design Intern position with Retrax Holdings, LLC. We are a fast growing manufacturing company located in Grand Forks, ND, that designs, builds and sells aftermarket truck bed covers. We are looking for a motivated individual to redesign product instruction manuals and maintain social media platforms.

Essential Job Training Functions: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)
- Maintain a safe, clean work environment; address any unsafe conditions or behaviors with a supervisor
- Redesign product instruction manuals into one, multi-purpose manual
- Interface between National Sales Manager and Corporate marketing for media/advertising content
- Maintain and develop current or new social media platforms
- Develop feedback interfaces to gather customer and dealer information
- Utilize Lean manufacturing tools to deliver results
- Organize materials at work station and department according to 6S standards
- Perform other related or non-related duties as assigned through on-the-job training

Education/Knowledge/Experience:
- Entering Junior or Senior class level at an accredited college; major in business or arts related field
- Software experience: Microsoft Office Suite with emphasis on Publisher, social media platforms

Minimum Skills/Qualifications:
- Accountability: Accepts responsibility and accounts for his/her actions
- Administration: Effective in planning, organizing, and executing activities
- Communication: Communicates effectively with others both orally and in writing
- Detail Oriented: Pays attention to the minute details of a project or task
- Honesty/Integrity: Is truthful and seen as credible in the workplace
- Self-Motivated: Internally inspired to perform a task to the best of ones ability

Physical Requirements:
- Occasional lifting of 25 pounds or less, occasional lifting of 26 pounds or more
- Sitting frequently throughout the duration of shift, daily
- Repetitive use of hands and/or fingers; able to reach with hands and arms; and use of vision

Pay and Benefits:
- $16.00 per hour
- Paid Time Off (PTO), Holiday Pay, Profit Sharing (upon eligibility), Aflac Cafeteria Plan

Start Date:
- October 2015
- Part-time during the school year with the opportunity to continue full-time during the summer

To Apply:
- Apply online at http://www.retrax.com/careers and submit your resume
- Email resume to Larissa Campbell, Human Resources at lcampbell@retrax.com