

# OPEN POSITIONS AT GETTRY MARCUS



## Marketing Intern

*\*All applications kept confidential\**

Part-time paid Marketing internship located in our Woodbury, LI office with immediate availability. The duration of this internship is year-round and may lead to a full time position. Ability to work an average of 15 hours per week while school is in session.

**While working with our Marketing Team and promoting the Gettry Marcus Brand, here's what you can look forward to Learning:**

- Use MS Access database to update marketing production schedules and follow up to ensure deadlines are met
- Track projects and leads
- Assist with monthly Marketing updates and e-blast tracking
- Update key referral info into our database
- Conduct internet research on prospects and specific referrals
- Assist with events, Meet & Greets and other marketing programs
- Work on Corporate Responsibility Initiatives (Sunrise WALKS)

### What we are looking for from You:

- College student with a flair for creativity pursuing a degree in Marketing or related field
- Intermediate level proficiency Microsoft Office Suite (Word, **Excel** PowerPoint)
- Familiarity with popular social media platforms
- Strong teamwork etiquette, attention to detail and follow up
- Ability to multi task

### Contact

Terry Pomerenk

Director of Recruitment & Career Development

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### About Us

Gettry Marcus CPA, P.C. is a top 200 nationally and a top 10 non-national firm with offices on Long Island and in NYC. We have one of the premier and most credentialed Business Valuation and Litigation Groups in the New York Metropolitan area. The firm provides accounting, tax and consulting services to closely held businesses and high-net-worth individuals in diversified practice areas. Our practice groups include Real Estate, Health Care, Professional Services, Wholesale distribution, Manufacturing and Partnership/Hedge Funds among others.

We are an Equal Opportunity Employer.

*Gettry Marcus CPA, P.C. is not engaging external recruiting agencies for this position. The submission of unsolicited resumes from an agency shall **not** constitute the presentation of a candidate. Unsolicited resumes from agencies will be treated as Gettry Marcus' to follow up with as we see fit.*