

Job Title: Intern, Marketing & Logistics
Company: Omaha Track, Inc.
Organization: Sales & Marketing
Location: Omaha, NE

Site Supervisor: Senior Manager, Marketing & Sales
Manager: Senior Manager, Marketing & Sales
Exempt Status: Non-Exempt
Position Status: Part-Time/Temporary

Position Description

The Intern, Marketing & Logistics is responsible for assisting the Senior Manager, Marketing & Sales with Omaha Track's marketing, business development, and facility logistic plans. This is a fantastic opportunity for a student to learn the railroad/transportation industry with the support of experienced mentors. The Intern, Marketing & Logistics will be part of a fast-paced team environment and will finish the internship having gained broad experience in various aspects of marketing, as well as railroad transportation.

Major Areas of Responsibility

- Provide support in executing Omaha Track's business development and marketing plans
- Assist in coordinating convention, trade show, and event planning
- Assist in coordinating various marketing methods, including direct mail, networking, internet, social media, etc.
- Complete special tasks and projects as assigned
- Coordinate and facilitate customer demand for rail served industrial parks in Eaton, CO and Pond Creek, OK
- Act as a liaison between the railroad, shippers, transload operators, and beneficial owners
- Ensure that cars are scheduled, spotted, released, and pulled in a manner to meet all stakeholder requirements
- Demonstrate effective problem-solving skills to establish customer resolution
- Provide the Accounting department with monthly billing summaries in a timely manner
- Verify information between railroad and customer computer systems; solve discrepancies as they arise

Minimum Qualifications

- High School Diploma or equivalent required
- Working towards a bachelor's degree in marketing, business, or a related field with at least two years completed
- Strong interpersonal skills with a high level of energy and creative mind
- Excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Exceptional written and verbal communication skills with experience in creating technical/marketing materials
- Demonstrated initiative to proactively seek out work, complete tasks, and follow-up on outstanding items

Work Requirements

- Dependable and consistent attendance/punctuality
- Strong aptitude with technology including proficiency with Microsoft Office Suite
- Ability to effectively work in a team environment while still completing independent work tasks/assignments
- Ability to meet all functional requirements including, but not limited to: lifting, sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description was last updated on May 22, 2017.