

Intern
POEM Design Co.
Minot, ND

POEM Design Co. is looking for an Intern eager for the opportunity to learn all aspects of a new business based in Minot, ND. This person will help grow a new business by seeking out, building and maintaining customer relationships. We are a new custom design company serving Minot and all of North Dakota. You will be on the ground floor of a growing business but with the full support of our parent company's corporate infrastructure. POEM Design Co. is part of a North Dakota-based family of companies with several business units and operations across the country.

This position is in Minot, ND.

Primary Responsibilities

- Develop lists of, and build relationships with, prospective clients
- Work with production team to ensure all customer orders are delivered on-time and as agreed
- Attend events and conferences to promote POEM Design Co. and our products
- Work closely with the Operation and Marketing teams
- Become a subject matter expert on our products, processes, capabilities and operations
- Develop lists of potential and prospective clients
- Other responsibilities as assigned

The successful candidate will possess the following qualities:

- Current college student
- Enrolled in business major and/or taking business courses
- Enthusiasm and interest in learning about new businesses
- Innovation and problem-solving skills
- Excellent verbal and written communication skills
- Proficiency with standard office technology, programs and applications