



Position: Business Development (BD) Intern

GENERAL INFORMATION

Department
Sales

GLE Precision

Work Location
Bridgeport, MI

GENERAL SUMMARY

The BD Intern will support the business by working with the sales team to identify business opportunities and market insights focused on capturing additional growth. This will include developing business and market intelligence written insights, along with supporting the organization in developing detailed market plans for identified segments in support of GLE Precision's sales and marketing strategy and objectives. This position will also be responsible for providing regular analysis, and improving GLE's social media profile.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Provide an actionable sales and marketing strategy based on research completed on customer, competitor profiles and business trends both domestically and internationally.
2. Collaboration and development of marketing materials and campaigns.
3. Monitor and post blogs, forums and social networks to improve SEO results.

JOB SPECIFICATIONS

1. Must be enrolled at a higher education institution and currently be majoring in Marketing, Business or Electronic media/Communications.
2. Excellent written skills needed for reports and routine business correspondence.
3. Good communication skills in support of internal and external customers.
4. Strong knowledge and understanding of the digital media landscape, including LinkedIn, Twitter, Facebook, and others.
5. Proficient with presentation and other documentation applications such as Microsoft Office.
6. Experience in planning or contributing to social media campaigns.

WORKING CONDITIONS

Normal office environment; Spends some time in manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc). All employees are required to promote and maintain established safety procedures to assure a clean, safe work environment.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. In addition, all employees are expected to ethically protect company resources and its best interests.

QUALITY

Quality encompasses all aspects of GLE's' business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions.

GLE IS AN EQUAL OPPORTUNITY EMPLOYER

Please apply by submitting a resume to Clint Bucholz (Clint.Bucholz@GLE-Precision.com).