

**FULL TIME POSITION:** Administrative Assistant & Research Analyst

Seeking recent college grad who is looking for an entry level position to grow in a fun startup environment! GoEnnounce.com in Naples, FL is seeking to fill a full-time administrative position for an administrative assistant. This position will manage and support every aspect of client growth and relations from sales to daily user management. This is an entry level administrative position with excellent opportunity for advancement and to be part of the core team in a rapidly growing company. Great position for recent college graduate looking to be exposed to the inner workings of a start up and learn a little bit of everything from sales, to product development, to marketing and more!

Your Responsibilities Will Include: Research to identify new sales & business opportunities, heavy scheduling, Monitor user activity, manage client relations & customer service using CRM Software, assist the CEO and the CMO of the company, participate in weekly team meetings.

Recommended Experience/ Skills:

Strong oral and written communication skills

Attention to detail and capacity of knowing what to prioritize

Excellent organizational skills

Analytical and problem-solving skills

Strong knowledge & experience with Microsoft Excel

Must think outside of the box, show initiative & ability to work independently

Experience with CRM Software or an interest in learning about CRM Programs

Comfortable on the phone

Contact Information:

Meghan Davis

CMO

704 Goodlette Rd. N. Naples, Florida 34102, United States

[careers@goennounce.com](mailto:careers@goennounce.com)

[239.564.1038](tel:239.564.1038)

<http://GoEnnounce.com>

**INTERNSHIP POSITIONS:**

1) Social Media / Marketing Internship:

We are looking for innovative students to jump in and learn and collaborate with us this semester! Have fun learning the interworking of a start up @ a fast paced, fun, quickly growing start up.

This internship is for current students in exchange for school credit with potential opportunity to be a paid position.

Your Responsibilities Will Include:

- Social Media
- Online Marketing
- Research
- Writing Copy
- User Engagement
- User Acquisition
- Outreach
- Customer Service & Communication

Recommended Experience/Skills:

- Knowledgeable on Social Media, Blogging or Online Marketing (i.e. Facebook, Twitter, Instagram, Snapchat, Pinterest, Tumblr, Blogs, Word Press etc.)
- Proficient in Microsoft Office Suite
- Strong oral and written communication skills
- Adobe Design Skills a plus
- Attention to detail & ability to always follow through on projects
- Excellent organizational skills
- Must show initiative, creativity, & ability to work independently

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2 ) Business Development / Sales Internship:

We are looking for innovative developer to jump in and learn and collaborate with us this semester! Have fun learning the interworking of a start up @ a fast paced, fun, quickly growing start up. This internship is for current students in exchange for school credit with potential opportunity to be a paid position.

Your Responsibilities Will Include:

- Research to identify new business opportunities, writing copy
- Organization
- Scheduling
- Business development
- Generating innovative marketing & communication ideas
- Participate in weekly team meetings.

Recommended Experience/Skills:

- Strong oral and written communication skills

- Attention to detail and the ability to always follow through on projects
- Excellent organizational skills
- Analytical and problem-solving skills
- Must show initiative, creativity, & ability to work independently
- Have knowledge and experience with Microsoft Excel & Power Point
- Currently enrolled in an undergraduate program

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