Account Service Intern

Company Profile

J. Fitzgerald Group is a full-service advertising and marketing agency located on the banks of the historic Erie Canal in Lockport, NY. We have a large clientele at the local, national and international level. http://www.jfitzgeraldgroup.com/

Key Responsibilities

- Assists Senior Account Manager in the daily servicing of JFG clients
- Responsible for supporting client-related and administrative activities
- Working collaboratively with other members of creative and core departments
- Support other agency activities on an as-needed basis

Desired Qualifications

- Detail oriented and well organized
- Ability to multitask
- Self-motivated and hard working
- Excellent interpersonal and communication skills

Required Qualifications

- Pursuing a Bachelor's degree in Communications, Management, Marketing or related field
- Proficiency in MS Word, PowerPoint, and Excel

Why JFG?

This is not your average internship. Here, you'll be part of something different. By becoming a member of the JFG team, you will have the opportunity to play an active role, expand upon your skill sets, and learn a lot about the business.

If JFG sounds like a great experience and you are looking to pursue or learn more about a challenging career in the advertising/marketing world, we want to hear more about you and your goals. Please send an email that includes your resume and cover letter to employment@jfitzgeraldgroup.com