

# Intern in Waco

**Position Title:** Account Manager

**Company Name:** Wardlaw Claims Service

## **Internship Responsibilities:**

The Account Manager is responsible for facilitating the delivery of superior customer service and timely product offerings to clients of Wardlaw.

- Account ownership and relationship management.
- Ensure client's demands are satisfied timely.
- Maintain flow of communication with clients via phone calls and emails.
- Develop and maintain a well-coordinated internal relationship with key decision makers.
- Prepare and maintain scorecard data and develop strategies to combat deficiencies.
- Review product for accuracy and completeness.
- Work with field management to aid in the support of the Wardlaw network of adjusters.
- Other duties as needed.

**Company Location:** Waco, TX

## **Company Description:**

Wardlaw Claims Service, is an independent adjusting firm located in Waco, TX. We lead the industry with our extensive knowledge of claims management services and over 50 years of experience. We skillfully and professionally handle all types of claims, including: catastrophe, daily, and auto. Our innovative services and adjusters are driven by dedication to customer satisfaction. Likewise, our claims management is accelerated by leveraging the latest technologies to reduce costs, lessen cycle times, and improve the quality of claims.

**Compensation Type:** Paid

## **Desired Skills:**

- Bachelor's degree or equivalent required.
- Prior experience working or reviewing property and auto insurance claims, a plus.
- Strong negotiating skills.
- Confident and hard-working.
- Excellent computer skills including typing, Microsoft products, and web based applications.
- Strong basic math skills.
- Bilingual, construction background, or a background in auto repair is a plus, but not required.
- Attention to detail and organized.
- Self-motivated critical thinker who displays effective problem solving abilities.
- Strong written and verbal communication skills.
- Willingness to learn new software and industries.
- Willingness to travel, as required.
- Willingness to work long hours, as required.
- Superior customer service.

# Intern in Waco

**Position Title:** Marketing Intern  
**Company Name:** Easy Gardener

## **Internship Responsibilities:**

Easy Gardener is looking for an intern to assist with key roles in their marketing departments at their headquarters in Waco, Texas for the Summer of 2016. This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of sales and marketing. The position will work in conjunction with the sales and marketing team under the leadership of Marketing Communications.

## Marketing Responsibilities

- Helps maintain a database of all Easy Gardener marketing materials
- Helps maintain the Easy Gardener website and product information
- Works with sales to provide images to customers according to their specifications
- Manages Easy Gardener Brand Ambassadors (bloggers) and maintains editorial schedule
- Manages all Easy Gardener social media accounts
- Creates and edits posts for all social media accounts including posting blog articles to website
- Provides assistance in developing tradeshow booths and sending materials to tradeshows
- Assists in the organization, maintenance, and management of the marketing room
- Provides editing and proofing assistance in the development of marketing materials

**Hours Per Week:** 20

**Compensation Type:** Paid

**Company Location:** Waco, TX

## **Company Description:**

Easy Gardener® began in 1983 with a focus on the limitations a busy lifestyle placed on gardeners. Our determination to develop products that helped gardeners achieve positive results with minimal effort, has made us who we are today. From landscape fabrics to organic fertilizers, our focus on convenience and innovation has made Easy Gardener a global leader in the lawn and garden industry.

Easy Gardener distributes over 1000 SKUs through a network of over 50 Lawn & Garden retail partners in 25 different countries. The company distributes a wide array of products in the fertilizer, chemical-free weed control, and consumer shade categories. Easy Gardener's portfolio of brands, including Jobe's, Weedblock, Landmaster, Sunscreen, and Ross are among the most recognized in the Lawn & Garden industry.

**Desired Degree(s):** Bachelor's

## **Desired Skills:**

- Excellent writing, proofing and oral communication skills
- Detail oriented and self-starter
- Ability and willingness to work under pressure and meet deadlines
- Photoshop skills a plus
- Gardening knowledge a plus

# Intern in Waco

**Position Title:** Marketing Intern

**Company Name:** Fourseventy Claim Management

**Internship Responsibilities:**

The Marketing Intern is responsible for assisting the Marketing Analyst in creating and delivering marketing materials, managing projects and ensuring the overall marketing message is consistent. The Analyst will also support the national sales team and non-resident Executive Vice President to execute the marketing strategy.

The Marketing Intern will assist the Marketing Analyst in the following duties and responsibilities:

- Develop, edit, optimize and execute marketing production and materials
- Establish and maintain internal relationships as representative of Sales Department
- Support national sales team on initiatives, projects, goals and overall sales strategy
- Ensure that messages and materials are consistent with marketing strategies
- Database management
- Sales administration
- Promote products and services through public relations initiatives
- Lead logistics for national and regional conferences and meetings.
- Other duties as assigned

**Work Schedule:** Flexible between 9 a.m. to 6 p.m., Monday through Friday

**Hours:** Part Time

**Wage:** \$10

**Compensation Type:** Hourly

**Company Location:** Waco, TX

**Company Description:**

Fourseventy Claim Management is a multi-line insurance adjusting firm that is committed to providing to our clients the highest quality claims management services. We understand the needs of our clients and diligently strive to ensure that we consistently deliver a quality, accurate product in an expedient manner.

**Desired Degree(s):** Bachelor's

**Desired Majors:** Marketing, Business, Sales, Public Relations or related field

**Desired Skills:**

- Ability to work independently with minimum supervision as well as on cross functional teams
- Must be able to keep confidentiality
- Demonstrate leadership skills
- Strong relationship building skills
- Self motivated critical thinker who can work independently to solve problems
- Ability to multitask and quickly adapt to changing/conflicting priorities
- Strong written and verbal communication skills

# Intern in Waco

**Position Title:** New Business Development Associate

**Company Name:** TXU Energy

## **Internship Responsibilities:**

The New Business Development Associate provides face to face gift card offers to acquisition customers, in exchange for a copy of an invoice. The primary purpose of the New Business Development Associate is to acquire commercial customers' invoices through face to face interaction, working closely with the TXU Energy Channel Management and Operations teams. The New Business Development Associate serves as an ambassador for the TXU Energy brand in pursuit of providing commercial prospects with affordable and competitive energy solutions.

This is a newly created role and we are looking for individuals that enjoy working outside of the office and have the ability to quickly connect with commercial customers and enjoy working independently that are self-motivated and driven by daily goals.

## **Key Roles:**

- Meet or exceed invoice goals
- Effectively manage prospects in their assigned business territory
- Maintain records and timely complete all required reports to build a pipeline of customers for future prospecting
- Collect customer, market, and competitor information during the process to improve channel success
- Maintain high level of open communication and morale within the work group and among supporting work groups.
- Assist in presenting results/implications and recommendations to management on obstacles we may encounter with potential customers.
- Identify and forward opportunities (Lead generation) to the appropriate sales organization or service organization
- Perform off-line activities to support sales efforts, as requested.
- Preparation of call and territory prioritization.

**Work Schedule:** Flexible

**Hours:** Summer

**Wage:** \$10.15

**Compensation Type:** Hourly

## **Desired Skills:**

- Ability to work outside in all weather conditions to support assigned territory.
- Fluent in English, bi-lingual in Spanish preferred, but not required.
- Must have a valid drivers' license with reliable transportation and proof of insurance.
- Fluent, both written and oral, in the language providing support
- Type 35 wpm
- Ability to interpret and apply policies, procedures and processes
- Ability to interface with all internal and external levels of management, employees, vendors and customers
- Ability to use listening skills
- Demonstrated proficiency in customer relations skills
- Demonstrated proficiency in computer skills including word processing software, email, IPad, Excel, CRM systems and/or Web-based tools
- Demonstrated ability to present to customers.
- Demonstrated organizational skills to identify territory and follow-up with potential customers, as needed

## Intern in Waco

**Position Title:** Sales/Marketing Intern

**Company Name:** Hole in the Roof

**Internship Responsibilities:**

Positions vary with semesters.

Creative

Logistics Management

Sales / Customer Service

Internal Brand Management / Social Media

**Company Location:** Waco, TX

**Company Description:**

Hole in the Roof Marketing, Inc. was started in June of 2001 with the goal of providing creative solutions and great service to the student body of Baylor University and the City of Waco, Texas. The company quickly expanded into the national market selling promotional products and print to organizations, churches, and companies spanning across the United States. With the help of its great customers and an ever-expanding sales and design team, HTR has continued to grow each and every year since its inception.

**Desired Degree(s):** Any

**Desired Majors:** Any