

- Assist team in identifying process improvements
- Maintain ISO/Six Sigma control documentation and assist in mapping of new business processes
- Learn all processes, procedures and assist in network analysis and world-wide fulfillment design
- Create flow charts and spreadsheets in support of staff projects
- Evaluate current packaging requirements to optimize/minimize packaging need.
- Provide testing support to Oracle ERP implementation
- Work with team to enable web-based communications with internal external partners
- Provide engineering support assistance for quality issues as required

OR

- Assist with social media engagement by helping manage social channels.
- Monitoring social media web analytics on a weekly basis (e.g. page views, twitter followers), and provide reports of growth and other activity.
- Engaging with marketing teams on a regular basis to brainstorm ideas for new and innovative marketing and social media campaigns.
- Assist with gathering data for marketing reports and supporting a variety of marketing and advertising programs.
- Researching industry-specific sites (blogs, forums, etc) for product reviews, customer comments, and other relevant marketing information.
- Maintaining marketing program files.