

**Marketing Assistant Internship**  
**BlueTronics Group- a Division of Circus World Displays Ltd.**

BlueTronics Group is the former BDG division of SYNEX Canada, now a new division of Circus World Displays Ltd. CWD Ltd. designs, manufactures and markets consumer electronics under the following brands: SVAT Electronics, Defender, Pure Therapy, Levana, NYRIUS and Fluance.

BlueTronics is a key player in the field of consumer electronics offering cost effective, value added and quality driven home entertainment products. BlueTronics markets its consumer electronics in the following categories: Televisions, Audio/Video products, Digital picture frames, Home Appliances and other Home Entertainment products. BlueTronics operates under the following brands: Citizen, Electrohome and Magnasonic.

We are looking for a Marketing Assistant Intern to join our team. This position is located at our Toronto office: **1040 Martin Grove Road, Unit 25.**

**The successful candidate will be responsible for:**

1. Conducting online, website and in store audits for selected retailers
2. Compiling information and translating into spreadsheet form
3. Conducting online competitive analysis of products and comparing to current market availability
4. Researching market data and inputting into Excel.
5. Creating professional PowerPoint presentations using information and data collected during analysis.
6. Inputting data with minimal to no errors.
7. Reviewing and editing instruction manuals
8. Formulating product manual feedback for management and product development team
9. Organizing and tracking New Product Information forms
10. Tracking and coordinating distribution of product samples
11. Organizing filing system
12. Filing brochures, files and other documents.

**The successful candidate requires:**

1. Working towards a college diploma or university degree in Marketing or Business Administration.
2. Qualified candidates should have experience conducting competitive analysis and market research
3. Previous experience and an administrative role is an asset.
4. Advanced level skills with Microsoft Office (Word, Outlook, Excel, PowerPoint) and the Internet.
5. Strong organization, communication (both oral and written) and interpersonal skills.
6. Ability to work in a fast paced and constantly changing environment.

Qualified candidates are encouraged to apply online by visiting <http://www.svat.com/hr.php> and selecting the "Apply for a Position Now" button. Only online applications will be considered.