

Job Title of this Position	Marketing Assistant
Name of Organization	Imperial Parking
Website	www.impark.com
Job Location Address	Downtown Seattle
Contact / Supervisor	Michelle Riley
Phone Number	206-381-1789
E-mail	mriley@impark.com
<u>Hourly</u> Pay Rate (indicate a range)	\$10.00 to \$12.00 per hour
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input checked="" type="checkbox"/>] Summer & Academic Year [<input type="checkbox"/>]
Hours per week	Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

Nature of Business or Organization:

As one of the largest parking operators in North America, Impark manages parking locations in 32 cities across Canada and the U.S. More than 4,000 employees strong, our goal is to continue to develop and expand our Company and our people. We are looking to increase our marketing support by attracting enthusiastic, career-minded individuals with an entrepreneurial flare. As such, we are looking for a business or general studies student who is interested in a longer term position while continuing their education.

Duties and Responsibilities:

As Marketing Assistant, you'll assist in researching property ownership and management while utilizing an integrated database to track and update county records. Direct communications and customer service surveys of large building tenants will also be included as part of the daily duties. The successful candidates will be responsible for committing to a minimum of 15 hours per week up to 19 hours per week.

If you describe yourself as a team player, enthusiastic, possess a high level of integrity and the willingness to make a significant contribution, we invite you to apply for this opportunity. This position offers a competitive compensation and the opportunity for future career advancement. With branches in most major cities in North America, transfer opportunities abound.

Minimum Qualifications:

Ideally you will have some customer service experience along with excellent communication skills, the ability to use Microsoft Word/Excel, and a talent for internet research.

Educational Benefits:

Provides experience in researching commercial property ownership, contacting significant property owners in the Puget Sound area and developing organizational skills in maintaining a critical marketing database. We offer a flexible schedule to assist with the student's studies.

(For Work Study Office Use Only)

JOB NUMBER _____ **65IMP01** _____ **REIMBURSEMENT RATE:** **FEDERAL**__% **STATE**__ **65**__%