

## Work Study Job Description

<b>Job Title</b>	Database Management and Reporting Associate and Emarketing Activities, Plus Othe
<b>Organization Name</b>	Topline Products, Inc.
<b>Job Location</b>	Renton
<b>Address</b>	840 Thomas Ave., SW Renton, WA 98055 Washington 98055
<b>Pay Rate</b>	\$13.50 - \$13.50
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Chuck Manca
<b>Phone Number</b>	
<b>Email Address</b>	chuckm@toplineproducts.com
<b>Website</b>	<a href="http://www.toplineproducts.com">http://www.toplineproducts.com</a>

### Nature of Organization

Importer-wholesaler of souvenirs marketing to retail stores in all USA states. See [toplineproducts.com](http://toplineproducts.com) We are fast growing.

Technology is 'glue' that integrates all functions of company.

Small business with 20-23 employees.

### Duties and Responsibilities

Database Management and Reporting Associate and Emarketing Activities. Job title.

Work with person who is responsible for sales, marketing, and planning technology requirements.

Assist in planning goals by quarter, 6 months, annual via reports using database.

Create reports from database. Many important reports are developed, from simple to complex, dealing with marketing, sales, shipping information, corporate goals.

Develop queries from MS Access database.

With technology officer, develop new queries from database.

Data entry of orders and other functions.

Accounting updates within database. It is not necessary to have accounting background.

Plan Ecampaign marketing via software application.

Other duties assigned after trained.

### **Minimum Qualifications**

Prefer student with knowledge of database management, MS Access, and Excel.

Student is available part time during academic year.

Quick learner, cooperative, flexible, and good communicator.

### **Educational Benefits**

Learn with 'hands on' experience how importer-wholesaler imports, markets, and uses technology.

Be involved with management daily.

Use skills with databases. Help improve database and other technology.

Acquire knowledge on how small business (20- 23 employees) grows.

### **How to Apply**

Please submit via email resume, cover letter, gpa, what majoring in, and availability