



Position: Training/Documentation Intern
Reports to: Documentation Specialist

ShopVisible has an opening for a training/documentation intern, which has the potential to grow to a full-time position in the next three to six months. We require training and documentation support to meet the growing demands of both our internal and external clients.

ShopVisible is seeking a training/documentation intern to assist in daily activities such as writing, editing and collateral creation. ShopVisible is seeking a creative and organized individual who has demonstrated strong written and verbal communication skills. Instructional Design, writing and editing experience are all a plus.

Responsibilities:

Documentation Support

- Serve as project coordinator for on-going documentation projects
- Assist in the creation of training material, including writing and editing copy
- Maintain a centralized archive of training materials and communications that is accessible to various functional groups internally
- Support training/documentation team with day to day tasks
- Ability to transfer and communicate complex technical information in simple, understandable terms
- Intuitive problem solving orientation and desire to “figure out” challenges
- Strong customer service orientation

Requirements:

- Declared major in related field
- Proficiency with Microsoft Office and a demonstrated writing ability
- Particular strength with Microsoft Word and PowerPoint
- Ability to work in a fast-paced, deadline centric environment
- Ability to work a full-time schedule. Business hours are 9 a.m. to 5 p.m., Monday through Friday
- Candidate should possess a positive attitude, high energy and enthusiasm, and a high level of commitment to their work.
- Position is based in our Atlanta, GA headquarters

About ShopVisible

ShopVisible is an on-demand ecommerce solution provider that delivers tools and services designed to streamline and advance retailers’ online businesses. From initial design or re-design to multi-channel strategies, proven search engine optimization implementation, content management, CRM, shipping, back office systems and analytics, ShopVisible provides unified management of the entire e-tail ecosystem, providing the flexibility and insight to meet even the most complex business needs.

ShopVisible powers some of e-tail's most successful brands, ensuring speed to market, security and constant innovation.

ShopVisible was founded in 2006 and currently employees approximately 35 people.

For immediate consideration, please send your resume and salary requirements in Word format along with contact information to careers@shopvisible.com and include 'Training/Documentation Internship' in the subject line.