

Internship

Editor/Writer

Job Title: **Editor/Writer – Market Research Reports**

Wages: **\$ 8-13/Hr**

Days/Hrs: **Flexible Work Hours** at convenience of candidate

Co. Description: Research & Consulting Company in High Technology Markets. Publishing market research reports in computers, networking and internet technology.

Qualifications: Prior experience at a technology company (1-3 years preferred). **Expert in Microsoft Word** and familiarity with Microsoft Excel and Power Point.

Experience in **creating report layouts, formatting & editing** in Microsoft Word. Full familiarity with creating power point slides and excel based graphics and importing into Word a necessity. Experience with Adobe Photoshop a plus. **Journalism background a strong plus**, excellent PC-ability.

Job Description: Create written reports using Microsoft Word, Excel, PowerPoint. Create complex graphs from charts using Excel. Import Powerpoint and Excel graphics into Word Reports. Web Search. Familiarity with HTML / Dreamweaver / MS FrontPage for web design a plus.

Please **email resume** or leave a message with brief background, work experience in Microsoft Office Flexible hours, at convenience of candidate.

Email: HR@imexresearch.com , Tel: (408) 268-0800, Fax: (408) 268-2300

IMEX Research Corporation
1474 Camino Robles, San Jose, CA 95120
Tel: (408) 268-0800, Fax: (408) 268-2300

