Good Afternoon,

Nemetschek Vectorworks, Inc. is a global company with a strong history of innovation that dates back to 1985. Based in Columbia, Maryland, our staff develops, markets, and sells software for the architecture, landscape, and entertainment design industries. We also work with a large network of distributors to support our 450,000+ users around the world. Our focused growth plans include expanding our headquarters staff, increasing the internship based programs, as well as exploring regional offices throughout the United States. It’s an exciting time to join the Nemetschek family, and we hope you’ll take the time to learn more about our employment opportunities.

Nemetschek Vectorworks, Inc. has opportunities for the 2013 summer and fall semesters in the following departments:

- Sales
- Customer Service
- Marketing
- Business Administration

Please encourage your students to consider Vectorworks for an opportunity to gain work experience in their field of study.

In order to apply for our any of our internship jobs please visit our website at www.vectorworks.net.

Warm regards,

Cyndi

Cyndi Goodman
Human Resources Assistant
Nemetschek Vectorworks, Inc.
7150 Riverwood Drive
Columbia, MD 21046 USA

T 443-542-0642
F 410-290-5116
E cgoodman@vectorworks.net

Internship A.pdf (220 KB)
Intern

Nemetschek Vectorworks, Inc. is a global company with a strong history of innovation that dates back to 1985. Based in Columbia, Maryland, our staff develops, markets, and sells software for the architecture, landscape, and entertainment design industries. We also work with a large network of distributors to support our 450,000+ users around the world. Our focused growth plans include expanding our headquarters staff, increasing the internship based programs, as well as exploring regional offices throughout the United States. It’s an exciting time to join the Nemetschek family, and we hope you’ll take the time to learn more about our employment opportunities.

Nemetschek Vectorworks, Inc. has opportunities for the 2013 summer and fall semesters in the following departments:

- **Sales** – As an intern in the Sales Department, a student will gain experience in:
  - A team-based environment
  - Telesales
  - Computer Aide Design (CAD)
  - Sales Training/Mentorship
  - Vectorworks Landmark, Spotlight, Architect industry experience

- **Customer Service** – As an intern in the Customer Service Department, a student will gain experience in:
  - Customer Relationship Management
  - Problem solving
  - Conflict resolution
  - Production Assembly
  - Data entry
  - Contract Administration and Management
- **Marketing** – As an intern in the Marketing Department, a student will gain experience in:
  - Marketing research
  - Campaign management
  - Customer engagement

  Students interested in **landscape/Horticulture industry** will have the opportunity to work under the supervision of a licensed Landscape Architect and gain experience in:
  - Procuring regional native plant data and imagery to expand the software’s Plant Database
  - Creating graphic content and example files for demonstration purposes
  - Update tutorial and marketing resources for online content regarding landscape software features.

  Students interested in **Graphic Design** will have the opportunity to work under the supervision of our Art Director and gain experience in:
  - Designing art and copy layouts for material to be presented visually in magazines, books, on product packaging, website and CD-ROM, and by other visual communications media.
  - Working with various departments within the company to meet the company’s online marketing objectives.

- **Business Administration** – As an intern in the Administration Department of the company, a student will gain experience:
  - Working in the **Accounting** Department
    - Accounts Payable
    - Accounts Receivable
As an intern at Nemetschek you will:

- Experience a semester of practical work at a global software company
- Work in an office environment where you'll gain teamwork and project management skills that are important in any career
- Begin to build your network of professional contacts
- Combine book knowledge and classroom instruction with the practical challenges of day-to-day project implementation
- Be provided the opportunity to meet the internship requirements of your degree program

Successful Applicant Qualities

- Strong interest in pursuing a career in marketing, sales, or business administration
- Attention to detail and a willingness to work in a team environment
- Creativity, problem-solving, and strong writing and interpersonal communication skills

Requirements

- You must be 18 years of age or older and enrolled in a college or university
- Internships require working a minimum of 16 hours per week with a maximum of 40 hours per week
Qualified students in their junior/senior year of college will be considered for compensation of hours worked

Nemetschek does not provide for transportation reimbursement costs

Interns are not eligible for company benefits

Students interested in the opportunity to gain valuable work experience with a successful global software company should follow the instructions below to apply online.

Nemetschek is an Equal Opportunity/Affirmative Action Employer

Apply now at: www.vectorworks.net