



Promotional Internship

REF.NO. 857

About us

We are a fast growing media group, established in 1994, that specialises in consumer, business and travel publishing alongside websites, Apps, awards, events, public sector contracts and reward & benefit programmes for consumers.

Number of employees

200

Tasks

- Extensive market research of our US and UK databases – Product management and new marketing and distribution outlets/research of current competitors.
- Liaising with our London partners, including distribution platforms and clients. This involves speaking to a wide range of professional persons both over the telephone and in face-to-face interactions
- Mystery shopping London merchants and restaurants to ensure that they understand the programme and that they display a high level of engagement and place a high value on the products and services that we provide to them
- Effectively organizing and scheduling a large database of clients to find the most efficient and productive research schedules, inclusive of any ad-hoc administration work.

Skills needed

- A diligent and proactive individual focused on learning and self-improvement
- Able to provide innovative ideas and a fresh view-point and to express these proposals to the team
- Show an excellent level of written and spoken English
- Confident in MS Word, Excel and PowerPoint
- Confident and polite telephone manner with excellent interpersonal skills
- Able to use initiative and demonstrate a highly organised and efficient approach to work
- Good time management skills and an organised manner

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Skills to be acquired

- An opportunity to immerse yourself into a fast-paced office environment, within in a rapidly growing company with a passionate and experienced team
- A unique opportunity to explore a distinct and influential market focussing on product and account management whilst being mentored by knowledgeable professionals who welcome the opportunity to train and develop others
- An invaluable insight into an established organisation with a proven success record, who are constantly evolving to maintain a leading edge in the competitive and dynamic world of technology and digital marketing
- Excellent development of communication skills – liaising and working with a wide range of professionals both within the office environment, and across a wide network of distributors
- Achieving a working knowledge of 2-3 new database systems and enhancing skills with Microsoft Office
- Measurable objectives and quantifiable achievements with a very real sense of purpose – qualities that potential employers value very highly and which facilitate a rapid and interesting learning experience

Benefits for the candidate

- An opportunity to immerse yourself into a fast-paced office environment, within in a rapidly growing company
- A unique opportunity to explore a distinct and influential market focussing on product and account management
- An invaluable insight into an established organisation with a proven success record, who are constantly evolving to maintain a leading edge in the competitive and dynamic world of technology and digital marketing
- Excellent development of communication skills – liaising and working with a wide range of professionals both within the office environment, and across a wide network of distributors
- Achieving a working knowledge of 2-3 new database systems and enhancing skills with Microsoft Office
- A fun but hard-working office environment with a passionate team

Duration of the internship

Minimum 3 months, maximum 6 months

Office languages

English

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Location

West London

Financial support

Travel expenses paid

Office hours

Monday- Friday 9am-5pm 1 hour lunch