



## MARKETING INTERNSHIP

REF. No. 863

### About us

We are a London-based translation and interpreting company. We have offices in New York and London, and specialise in financial and legal translation.

### Number of employees

15

### Tasks

- Organising and distributing direct mail campaigns
- Preparing brochure packs and franking post
- Carrying out research for extensive data collection for email and other marketing campaigns
- Performing general ad hoc office administration duties
- Completing and sending out client reports
- Providing insight and researching content for our social media strategy
- Assisting other departments when necessary

### Skills needed

- Good organisational skills and the ability to pay close attention to detail
- Self-motivation and enthusiasm
- Proficiency in Microsoft Office (particularly Excel and Access)
- Good internet research skills

### Skills to be acquired

- Knowledge of marketing strategy
- Acquired research skills and attention to detail

# PRAKTIKUM IN LONDON



- Improved English language skills

## Duration of the internship

4-6 months minimum

## Office languages

English

## Location

Blackfriars, London

## Financial support

£250 per month

We also provide some food and drink to include bread/spreads, juice, tea/coffee etc.

## Office hours

Monday-Friday 9am-5pm, 1 hour lunch break