



HR, MARKETING & SALES INTERNSHIP

REF. NO. 1199

About us

Do you want to work in a start-up environment that allows us to shape your role and tasks according to your strength? If you are ready to learn, grow and work alongside the industry's best, join the team at this recruitment company!

Number of employees

3

Tasks

- Maintain databases and input information, and data
- Conduct specific projects and research i.e. social media content research
- Speak on the phone with potential and existing candidates
- Prepare content for social media (LinkedIn/Xing) in English and in German
- Format documents
- Manage diaries and organise meetings/appointments
- Help to design our website
- Miscellaneous tasks to support the Director

Skills needed

- Fluent/ working proficiency in English - speaking, reading and writing
- Good computer skills - using word, excel, adobe reader
- Good organisation skills
- Good time management skills

Skills to be acquired

- Improved communication skills in both German and English
- Research skills
- Improved computer skills - using CRMs

PRAKTIKUM IN LONDON



- Operational planning and execution skills
- Social media marketing skills

Duration of the internship

6 – 8 months

Office languages

English

Location

London

Financial support

£400 contribution towards travel and lunch expenses, £350 for any placed candidate

Office hours

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