

PRAKTIKUM IN LONDON



MARKETING ADMINISTRATION INTERN

REF. No. 1028

About us

We are the only international company who specialize in solely legal and financial translations. We are based near Fleet Street in the heart of the legal district. We are currently looking for an intern to work with our marketing team.

Number of employees

15

Tasks

The work will involve collating and sending our brochure mailshots, including the preparation of the brochure pack, internet research for extensive data collection and confirming email addresses for our marketing campaigns, as well as working to improve our stored client data for future campaigns. There will be some general ad hoc office administration to support other departments in the company.

Skills needed

- Good organizational skills
- Self-motivation
- High computer skills (particularly Excel and Access)
- Good internet research skills

Duration of the internship

3 – 6 month

Office languages

English

Location

London

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Financial support

Expenses of £250 per month.

Office hours

Monday-Friday 9:00 am – 5:00 pm