



TRAINEESHIP IN MEDIA COMMUNICATIONS AND MARKETING

REF. No.1063

About us

Higher education and training college operating from premises in central London. European focus, entirely English-speaking.

Number of employees

18

Tasks

- To ensure that social media postings are efficiently carried out according to a schedule
- To assist with the effective and successful processing of student applications/enquiries
- To understand and be proficient at recording students' details in the marketing database as required
- To assist with the production of leaflets, facts sheets, etc, to the right quality and to the time deadline, as instructed
- To assist in the production and distribution of student newsletters
- To assist in sending marketing material whenever necessary
- To assist in maintaining and updating the College website
- To assist in maintaining relationships with partner colleges, chambers and chamber partners in Germany
- To understand the contact/ web-link/ advertisement etc where current course participants come from so that advertisements can be focused to obtain the best return on investment for the College
- To assist in monitoring which keywords people use on search engines when searching for programmes, as offered by the College
- To assist in any other necessary marketing or communications activity
- To uphold the College equal opportunities policy at all times

PRAKTIKUM IN LONDON



Skills needed

- Competence in English, German an advantage
- Reliability
- Accuracy
- Ability to follow instructions and work as a team player
- Understanding of social media

Skills to be acquired

- Working in a team
- Meeting the demands of a fast changing environment
- Improving language skills
- Option to attend a short course in business and achieve certification

Duration of the internship

Minimum 6 months

Office languages

English

Location

London

Financial support

£600 per month

Office hours

Monday-Friday 9.00-5.30 one hour lunch, may be asked to work at weekends on occasion