

<b>Marketing Assistant Trainee</b>	
<b>Name of the Organisation</b>	Associação Discover Lisbon
<b>About the host Organisation</b>	Associação Discover Lisbon is an organisation based in Lisbon since 2015, which organizes free and paid walking tours, fado dinners and different activities for the tourists which visit Lisbon.
<b>Website</b>	<a href="http://www.discoverlisbon.org/">http://www.discoverlisbon.org/</a>
<b>Job description</b>	<p>This traineeship is in the Tourism department of Associação Discover Lisbon which organizes tours and activities for the tourists that visit Lisbon.</p> <p>During the traineeship, the trainee is going to take care of the office work under the company providing following services: Free Walking Tours and Paid Tours in area of Lisbon, Boat trips, Fado Dinners, Pubcrawls etc.</p> <p>The trainee will have the following main responsibilities:</p> <ul style="list-style-type: none"> <li>-Logistics;</li> <li>-Inventory;</li> <li>-Preparing materials for partners and team;</li> <li>-Do the schedule tours w/ guides.</li> <li>-Outbound Marketing:</li> <li>-Research possible partnerships and assure distribution of materials in our partners;</li> <li>-Website and Social media channels: create content and take care of it;</li> <li>-Help out with new tours;</li> <li>-Backoffice tasks;</li> <li>-Marketing Research (ex. competitors, online booking platforms, Events etc);</li> <li>-Assist with recruitment process.</li> </ul>
<b>City, country</b>	Lisbon, Portugal
<b>Deadline</b>	no
<b>Requirements</b>	<p>Background in Tourism, Marketing or other related area</p> <ul style="list-style-type: none"> <li>-Profound skills in organizing and promoting events</li> <li>-Very good team-working skills</li> <li>-Optimization of social media online communication through experience and use</li> </ul>
<b>Remuneration</b>	Unpaid
<b>Contacts</b>	<i>applications@placementinportugal.com</i>