

1580 - Marketing assistant internship in Madrid, Spain

Location: Madrid, Spain

Languages: English (Advanced)

Fields: Business Administration , Communication / Journalism, Management and Marketing

Description:

Our collaborator is a global networking platform for top executives that allow to create new partnerships among members.

Are you tech-savvy, eager to learn and wish to be part of the day-to-day management of our online activities?

Main tasks:

- Social Media Management and Content Creation - you will create content and interact with our followers on all social media channels
- Customer Relationship Management - you will create and/or maintain a positive business relationship with our clients and partners
- Lead Generation - you will assist the Business Development department on identifying and contacting leads
- Database Management - we have a large database, you will help keep it updated
- Customer Support - you will assist our online users on all matters regarding the platform

Tools you will learn to use:

- Google Adwords
- Google Analytics
- Facebook Business Manager
- Sproutsocial
- Hootsuite
- Our amazing internal CMS that manages our backoffice

Requirement:

- Fluent in English (spoken and written).
- Any other language is a plus.