

## Internship Description

### Title

Marketing Administrator / Researcher.

### Department

Translation and Interpreting, Marketing.

### Skills and Areas

An intern will gain practical experience in marketing using their creative ideas, raising the company's recognition, awareness and visibility both online and offline, reaching out to potential customers, maintaining customer relationship and records, drafting special offers and running promotional campaigns, sending newsletters, utilising social media networks, doing pricing and quotation, using SEO (Search Engine Optimisation) tools and techniques, generating website traffic, localising websites, working with CRM and e-Commerce solutions, performing market research, analysing competitors, preparing reports and statistical data, managing orders, coordinating a team of translators/interpreters, handling customers queries and phone calls, telesales, project management, basic bookkeeping, and various Internet related tasks: posting articles, renewing links, updating content online, ad publishing etc. This can be applied for future jobs in marketing, sales, SEO, office administration and management.

### Payment

This is an unpaid internship. The payment is assumed by educational institution, scholarship fund or an Intern themselves. The company may decide at its own discretion to pay the Intern some bonuses relating to their performance and achievements in a form of pocket expenses (e.g. public transport and lunches). Accommodation will not be provided, but the company can assist in arranging it. The Intern will have to have reasonable finances for a stay in Ireland during the Internship period.

### Agreement

The Intern should provide a sample agreement from their educational institution or authority paying for internship. If the Intern is applying directly, the company will send its own agreement to sign.

### Mentor

The Organisation will assign a mentor to support the Intern during the Internship.

### Skills Required

Friendliness, self-motivation, formal language and good communication skills are essential when dealing with customers, handling emails and phone calls. Knowledge of standard computer navigation and programs such as Internet browsers and Microsoft Office suite is required with average typing speed. Previous computer courses will be a benefit. Some knowledge of popular social networks such as Facebook, Twitter, G+, LinkedIn is required.

### Qualifications Details

Leaving certificate or equivalent. Must be fluent in English. Second language is an advantage.

### Contract Type

Duration: 3, 4, 5, 6, 9 or 12 months

Type: Part Time / Full Time

Days per week: 5 (Monday - Friday)

Office working hours: 09:00 - 18:00

Minimum / Maximum hours per day: 4 / 8

Minimum / Maximum hours per week: 20 - 25 / 35 - 39

Start date: \*Subject to availability

### Possible Locations

Cork office: 7 South Mall, Cork, Ireland

Limerick office: 18 Mallow Street Upper, Limerick, Ireland