



# Marketing & Admin. Assistant Internship

## Company:

Our company which is an industry leader in the field of conference organizing is looking for a Marketing Assistant.

Our company provides an exclusive business platform and networking opportunity to senior level executives by bringing them together on highly interactive events, such as: B2B Conferences, Global Summits and Training. We are specialized in major industries and our commitment is to deliver the latest information to our clients, while maintaining the highest qualities and standards. On our events companies shall benchmark advanced strategies, gain the latest knowledge and a competitive edge while enjoying the 5 star environment.

## Main tasks:

- ⤴ Assisting the marketing manager and supporting the marketing team with marketing activities
- ⤴ Marketing and organizational tasks
- ⤴ Organising market research
- ⤴ Assessing the results of a marketing campaign
- ⤴ Assisting the manager in writing reports and analysing data
- ⤴ Searching for and keeping in contact with media partners,
- ⤴ Database managing and building
- ⤴ Writing online content, promotional material, articles, blogs
- ⤴ Composing reports, company brochures and similar documents
- ⤴ Uploading marketing material to internet groups and social media sites.
- ⤴ Updating and maintaining the marketing department's documentation and databases
- ⤴ Other administration tasks

## Requirements:

- ⤴ Excellent communication and organizational skills
- ⤴ Advanced English (both written and spoken)
- ⤴ Undergraduate students and School Leavers can apply
- ⤴ Accuracy, reliability, working precisely
- ⤴ Advanced research skills
- ⤴ Minimum qualification is GCE A/L
- ⤴ Good analytical and creative problem solving skills
- ⤴ Up to date MS Office knowledge
- ⤴ “People person” who is confident and has a positive personality.
- ⤴ Strong organizational and time management skills are critical – must adhere to deadlines, multi-task and be able to prioritize.
- ⤴ Ability to work both independently, with minimal supervision, and in a team environment.

## What we offer:

- ⤴ Excellent carrier opportunity
- ⤴ Young, international English speaking team
- ⤴ Young and multinational working environment

## Place of work:

GLC Europe, Meewella Building, Galle Road, Colombo - 04, Sri Lanka

**Please send your application to [hr@glceurope.com](mailto:hr@glceurope.com) / [rineesha.moulana@glceurope.com](mailto:rineesha.moulana@glceurope.com) or contact us on 0117-446969 for more details.**