

Business and Marketing Internship

Miami, USA
jobcode US035

Profile

Applicants should be business-oriented (International business school and/or translation school or similar) and should have commitment and a lot of enthusiasm to bring innovative thinking into the business. The applicant should be able to work conscientiously and independently. The applicant should be a native speakers of German/ French/English or Spanish with very good knowledge of French, Spanish and English. The applicant should already have practical experience in industry and trade and should have excellent MS Office skills, know how to work with Facebook. The internship is for approximately 6 months. We are looking for a dedicated intern or student with a background in international business and languages.

Main tasks are:

- Compilation, evaluation, analysis, and presentation of data from various sources, including foreign language texts
- Preparation of reports and presentations
- Work with Social Medias (Facebook etc), work on updating the Website
- Email Marketing
- Extension of the already existing markets in the USA and Europe (Germany, France)
- Work on developing language solutions for customers
- Developing tests in various languages for students
- Translation of specialized texts in an accurate, stylistically correct and target-group appropriate manner
- General office and administration tasks (telephone advice, business broking, invoicing, payments, follow up of employee schedule etc.)
- Foreign language correspondence
- Help wording marketing texts, press releases and contracts

What we offer

We offer you to work in a small but yet international setting where you will see all the areas of the business. You will be assisting in Marketing, Social Medias, Administrative tasks, Customer services, Translations, Proofreading etc. and you will also benefit from this internship in terms of improving your language skills since you will have all opportunities to practice your English, French, Spanish and German skills orally and in written. You will be asked to work on different projects independently and will gain practice and confidence in all the areas mentioned above. Also, this is a great start for students who seeks a possibility to implement their knowledge in international business and who want to bring their creativity into the business. There will be plenty of opportunity to do so since there are a lot of areas in this business to develop.