

General job description "Internship management and marketing", 3 - 6 months, multilingual, university level

The scope shall be in the field of ***International Management and Marketing*** and **communication by Social Media and Video** the details of which are as follows:

Internship tasks:

Market Research for knowledge transfer and solution developing for new and existing markets, here worldwide, for language, coaching and consulting courses and seminars.

Berlin Training UG is the company,

www.berlin-training.eu www.idiomas.pro www.englischkurse-england.de, www.sprich-deutsch.de, www.spanish-training.com, . www.Italianoitaliano.com etc. are some projects:

- . Generate contact with potential clients, partners and knowledge multipliers
- . Contacting European companies, Universities etc
- . Search for new markets and customers, optimize existing relations
- . Develop solutions for a mainly Internet based global operation
- . Generate new ideas of guerrilla marketing
- . Create presentations of the solutions with Word Press and HTML
- . Assist in maintaining the web sites, text and design
- . Assist in organizing events for language travel
- . E-Marketing, CRM on line based, interactions with partners and clients
- . General administrative duties
- . Reception and telephone, communication with customers and potentials
- . Communication by email, phone and fax
- . Translations from / to native language:
- . Target country is the home country of the internship.

Languages spoken within the office: English, German, Spanish, Polish, Italian.....



Learning tasks for the intern:

Berlin Training.eu will give the intern training in the field of modern communication tools and methods, guerrilla, internet and e-marketing, social web and web 4.0, communications skills and solution presentation, effective marketing with the new media, oral and written language skills, solution selling as well as Open Office, state of the art IT, CRM, applications,

Software used: MS Office, Cloud Solutions, CRM, Corel Draw, Video editing, Website design, Wordpress etc.....

Berlin, 1-07-2017