

# We are looking for passionate Marketing and Sales Assistant (m/f) for the internship at Intorel

Here in Intorel we are devoted to guide college students during their internship. For the last 18 years we are constantly welcoming young people that are finishing or already have accomplishing their studies.

Our passion is telecom and we are happy to share it with you. We will help you find the most interesting projects and we will always have time for all your questions. We will make you immediately part of the team and you will be able to see your knowledge applied and used by all our customers around the world.

If you just got your master diploma and you just want to jumpstart your career, we can offer you dynamic and inspirational environment. We will be with you every day and you will be in contact with our clients. Like this, you can see your solution directly employed in the real life!

Strong organizational, communication, and problem solving skills, with the ability to manage multiple priorities are essential. Enthusiasm, self-motivation, superb time management and relationship skills complete the list of characteristics and competencies required to be successful in this dynamic and integral role.

## Personal Assistant

- Provide complex diary management and full administrative support, including meeting conference, reception, and events coordination
- Arrange international and domestic business travel, as well as concurrent roadshow and business development activities
- Assist the business development teams in preparing for a variety of client presentations and commercial documents
- Participate in project coordination within agreed upon timeframes, ensuring that all project members are updated with the most recent meeting minutes, action points, schedules and reports as appropriate

## Marketing and Commercial Support

- Provide copy-editing and proofreading expertise
- Assist with research, proposals, communications, marketing materials and other business development activities
- Create and collaborate with team members on collateral, presentations, online content, success stories, and other materials
- Support the public relations and marketing calendar of major events and speaking opportunities
- Conduct competitive analysis, monitor relevant publications, and report on key trends and gaps in the marketplace to address development opportunities

## Preferred Qualifications

- Master's degree in Management, Marketing, Consulting
- English - fluent; French as a second language is considered a strong asset
- Customer focused and team oriented with excellent communication and interpersonal skills
- Able to represent the firm in a consistent and professional way, both in verbal and written communications
- Advanced writing and editorial skills
- Outstanding organizational and administrative skills, detail-oriented, proactive, and resourceful
- Understanding of, and experience, in CRM and the use of digital and social media across multiple platforms
- Superior Outlook, Excel, SharePoint and Microsoft Word management skills