International consulting company SCHNEIDER GROUP invites a Marketing trainee.

General tasks:
• Introduction to the most important organizational conditions;
• Introduction of the company and its fields of business, products and business environment;
• Introduction to the business processes of the company;
• Introduction to the working processes in the international business field and in the international team

Special tasks:
• Assistance to Marketing department
• Research about clients, advertisement opportunities, etc.
• Support with creating brochures, flyers advertisement etc.
• Write and translate texts for brochures, websites, articles etc.
• Support with maintaining CRM data base
• Maintain competitors’ analysis
• Assisting with organization of events
• Maintain event calendar and overview of market
• Collaboration with business associations

Requirements:
• (Incomplete) university degree
• English - minimum intermediate (German will be a plus)
• Good knowledge of MS Office
• Good communication skills

Conditions:
• Location - 2 minuntes from metro station Paveletskaya
• Schedule - Mon-Fri flexible start of the working day 8.00-10.00 AM, 6-8 hours a day (can be discussed)
• Period of internship: April-September (can be discussed)
• Corporate lunches (partial compensation)

Please contact Ms. Ekaterina Sintsova (esintsova@hse.ru) and send your CV in case you are interested in the internship.