

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 minutes 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.