

Advertising Assistant – Internship in Manchester

Are you a media or communications student looking for experiencing the real advertising world? Are you eager to be exposed to various media fields such as, i.e. Journalism, video production, social media etc.

Daily Tasks an Advertising Assistant Intern

- Manage the office communication (by email or by phone) with the clients and the headquarters.
- Manage the Director's meeting schedule
- Some telemarketing
- Sending emails
- Answering phone calls

What you will get?

- Paid hourly rate based on the minimum wage
- Flexible work schedule – if you are a student and you get selected we will require a copy of your university registration schedule
- Fun working environment
- Casual dress working environment
- Exposed to various digital marketing channels and traditional advertising

Who is the ideal candidate?

- Aged 21 – 24 years old male or female
- Living and studying in the Manchester area around M14
- Creative and driven
- Forward-thinking with great initiative
- Self-motivated
- Social media and computer and internet proficient
- A keen interest in social media for brands/marketing, advertising and video production
- Excellent attention to detail
- Strong written communication skills
- Photoshop/design/photography experience is an advantage

Who we are?

We are a digital marketing and advertising start-up based in Manchester with headquarters in Dubai, For further info about what we do checkout our website <http://i-iba.co.uk/join-us/#careers> .

Job Types: Part-time, Internship, advertising

Salary: £7.70/hour