

Marketing Assistant Intern

Role	Marketing Assistant Intern
Location	No. 10 – 55 Tanner Street, London SE1 3PN - UK
Reporting Relationship	You will report to the Managing Director
Role Purpose	<p>Leading healthcare marketing consulting firm seeks an organized, motivated, energetic, and marketing oriented student or graduate for a wide range of projects. This role requires an exceptionally organized person who thrives off of ensuring the i's are dotted and the t's are crossed while simultaneously multi-tasking on a large number of projects. This is a role for someone who enjoys challenges.</p> <p>The person in this role works alongside our sales, marketing and service delivery team to support them in executing client projects. They assist the marketing function by doing research, internet marketing, website development (creating and adding content), social media, multimedia development and client reporting. Their goal is to provide support and assistance for the development of the marketing facility within the business.</p>
Main Responsibilities	<ul style="list-style-type: none"> ● to type and add content to client's website using effective SEO techniques ● to add content to social media sites ● to develop keyword strategies for SEO and Paid Search, ● to help create and execute the project briefs ● to perform and conduct web market research ● to create and edit newsletters and emails ● to create and edit blog posts ● to create transcribe and upload videos / other multimedia ● to help write project briefs ● to update projects budget <p>Other responsibilities</p> <ul style="list-style-type: none"> ● to organise patient or customer events ● to couriers and post items as needed ● to learn and administer project management system ● to answer telephone ● to support the team in project delivery
Requirements	<ul style="list-style-type: none"> ● You are willing to work hard and learn new things ● You are upbeat and energetic ● You can use the internet well ● You can perform simple research duties using Google ● You have good computer skills and are comfortable with Word and Excel ● You can speak English well enough to understand instructions and ask questions ● You are comfortable learning new software ● You can track your time and work to a project schedule ● You are self-motivated, with the ability to work independently with minimal supervision