

Administrative and Marketing Assistant Intern

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Company: Platinum Business Teams

Location: Zambia

Category: other-general

Platinum Business Teams is a new and growing outsourcing company. We are passionate about assisting small and medium business owners to achieve their business goals by providing them high quality administrative and marketing support.

PLEASE NOTE - Your Application must have adequate details in ENGLISH and a completed

The Administrative and Marketing Assistant Internship is a 3-month program.

Please only apply if you are serious and committed to going through an application process, with a few steps.

This role involves learning and doing a variety of administration and marketing tasks. These range from data entry, to creating graphics and videos for social media posts, transcribing audios/videos into various products.

The maximum hours for the first 8 weeks is 20 hours per week. The rate starts quite low at increase after 2 months. The starting rate depends on your existing skill levels.

The Role

Your responsibilities may include:

Working closely with team members to provide proactive and effective general administrative assistance across a diverse range of tasks

Developing and executing a results-driven, multi-platform communications strategy and

plan in line with corporate brand

Create suitable content for marketing

Working on comprehensive digital marketing programs

Creating and managing a variety of marketing materials and collateral's

If you stay on after the internship, your responsibilities may include:

Implementing online marketing activities including Social Media, SEO/SEM, demand generation, leads generation, inbound marketing, etc.

Supporting and initiating Public Relations initiatives

Reviewing and optimising the design and content of all online assets including the company website and social media pages

Analysing the results and effectiveness of campaigns to deliver actionable insights and generating monthly reports on the digital marketing portfolio

Ideal Profile

Skills required:

You pay strong attention to detail and deliver work that is of a high standard

You have great English communication skills (both verbally and in writing) in order to effectively liaise with the stakeholders of the region

You are results driven

You are a great collaborator

You are resilient and adaptable

You are organised and have good interpersonal skills.

You have good computer skills (MS Word, Excel, PowerPoint).

You have eager to learn

You are able to work well in a team environment

You have good customer service skills

The ability to be proactive

You have passed secondary school

You are dedicated and self motivated

You are a strong team player who can manage multiple tasks

You are highly goal driven and work well to meet deadlines and due dates.

What's on Offer?

Opportunities for personal growth and professional development

Potential for future career opportunities within the organisation

Flexible working hours

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