

Metadesign

The company

Location	Hong Kong
Type of business	Importation, distribution and brand management
Internship function	Sales & Marketing, Strategic planning
Internship dates	3 months

Trainee's profile

Languages required	English, Chinese is an advantage
Faculty / Education	Business - M.Sc. or Master students
Computer skills	Microsoft Office (Word, Excel, etc.)

Job description

Job content

Metadesign is looking for qualified interns to join our Special Projects team. These interns should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of strategic planning, sales and marketing.

Job content

Job brief

- We are looking for several enthusiastic marketing interns to join our Special Project team to provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing sales and marketing strategies.
- As a sales & marketing intern, you will collaborate with our sales and marketing team in all stages of sales & marketing campaigns. Your insightful contribution will help develop, expand and maintain our sales & marketing channels.
- This internship will help you acquire strategic project planning, sales & marketing skills and provide you with knowledge of various sales & marketing strategies. Ultimately, you will gain broad experience in sales & marketing and should be prepared to enter any fast paced work environment.

Responsibilities

- Provide support to special project team
- Assist in the distribution or delivery of sales and marketing materials
- Assist with fulfillment of sales & marketing offers
- Assist with execution of trade shows
- Assist with the preparation and delivery of training materials
- Perform analysis of marketing and sales data
- Seek and analyze competitor marketing and sales materials both on and offline
- Prepare presentations
- Enter contact information into contact management systems

- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Assist with POSM print production
- Compile contact lists
- Search for press clippings
- Create or update databases
- Greet guests and clients
- Cost/benefit analysis
- Collecting quantitative and qualitative data from sales & marketing campaigns
- Performing market analysis and research on competition
- Supporting the sales & marketing team in daily administrative tasks

Notes

Help in finding accommodation, internship visa application.