

Como, September 2012

**Stage: International Marketing BENELUX Market
Based in Como, Italy
Job Description - (reference: IMBLX0712)**

<p>Intro QRP International is one of the major players in the Project Management Training market in Europe, and supports organisations in the development of their personal skills and in the successful implementation of these Best Practices through our accredited trainers and consultants. QRP International is a fast growing company, with a dynamic, young and results driven atmosphere. We are looking for a Marketing/Administration Assistant. The role mainly focuses on international marketing and organizational support.</p> <p>Job specification</p> <ul style="list-style-type: none"> ▪ International Marketing Assistant <p>Reporting to</p> <ul style="list-style-type: none"> ▪ QRP Regional Manager Benelux <p>Contract</p> <ul style="list-style-type: none"> ▪ 6 months based on a fixed monthly reimbursement of expenses to be agreed ▪ starting between September 2012 and October 2012 or as soon as possible ▪ based in Como, Italy <p>Education Marketing or Business Studies Degree (just graduated or to be graduated) or any other university or equivalent level education with marketing included.</p> <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Position would suit a recent graduate looking to embark on a career within marketing. ▪ Basic Administrative experience ▪ International work experience ▪ Desirable: experience with CRM systems, web marketing and Google Ad words/ranking <p>Skills</p> <ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Result driven ▪ Being able to work independently ▪ Sales experience of any type ▪ Excellent Good computer skills (MS Office, Adobe) ▪ Google Ad words/ranking knowledge ▪ <u>Excellent knowledge of French (mother tongue) & English</u> (write and speak) 	<p>Fluency in one of the following language is seen as a PLUS (not a requirement): Dutch, Italian, Spanish, Swedish, Norwegian or Romanian in speaking and writing.</p> <p>Desirable: Administration/Marketing experience. Italian speaking is a plus but not a must.</p> <p>Abilities:</p> <ul style="list-style-type: none"> ▪ The position is ideal for a results driven creative individual who is comfortable in dealing with multiple projects in a demanding deadline international driven environment. <p>Personality:</p> <ul style="list-style-type: none"> ▪ An enthusiastic self driven internationally oriented person is required with excellent communication skills, highly motivated and results driven, dynamic and flexible. <p>International Marketing Assistant responsibilities will include:</p> <ul style="list-style-type: none"> ▪ Completing sales-related and marketing administrative projects that include running marketing and sales reports, conducting research on company and other assignments in database. ▪ Supporting the regional Managers in various sales campaigns ▪ Providing administrative aid for various projects related to market, which includes project meetings schedule, minutes of meeting, transcribe notes and compose memos. ▪ Updating the website ▪ Setup of Google campaigns and other search engine optimization ▪ Preparing press releases, and event announcements. ▪ Updating company headlines and news in the corporate website. ▪ Assisting in promotional strategies and product development. ▪ Coordination of course programs and preparation of material <p>Administration Support (exam registration, invoice registration...)</p>
<p>Interested? Please send your CV <u>in English</u> with motivation and reference IMBLX0712 by 30th September 2012 to:</p>	<p>Maarten Dauwe maarten.dauwe@qrpinternational.com www.qrpinternational.be</p>