

Internship in the Business Development Services (BDS) Division (3-6 months)

Job brief

We are seeking an enthusiastic, creative, and dependable marketing intern to join our BDS team – Marketing and Communication Division – at our office in Hanoi and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing Marketing strategies as well as expanding our marketing channels. The position should start from May 2, 2024.

As an intern, you will collaborate with our team in all stages of marketing campaigns. Your insightful contribution will help develop, expand, and maintain our marketing channels (classical and digital).

This internship will help you acquire marketing skills and provide you with knowledge of various Marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast-paced work environment.

Responsibilities

- Graphic design for social media
- Support the production of videos and podcast series
- Copywriting for inbound and content Marketing activities
- Collect quantitative and qualitative data from marketing campaigns
- Help publish our publications
- Support event planning and organization
- Support the MarCom team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail, newsletter, insider, and web)
- Prepare promotional presentations
- Help distribute marketing materials

Requirements

- Student/Graduate with Marketing vs. Business Administration
- Creative, responsive, flexible, and proactive at work.
- High aesthetics, always updated with new trends and technologies and customer insights.
- Fluent in Vietnamese, and English, knowing German is an advantage.
- Passion for the marketing industry and its best practices.
- Familiarity with marketing computer software and online applications.
- Excellent knowledge of MS Office.

Application

If this is the challenge you are looking for, please apply with your cover letter and your resume via email (trang.tran@vietnam.ahk.de).