

International Marketing Assistant –Intern
Africa Key Partners
www.akp.ma

Africa Key Partners offers services to international brands that are considering entering the African market. We help foreign companies decide on the best approach to enter the African market.

Responsibilities:

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities;
- Support marketing executives in organizing various projects;
- Conduct market research and analyze consumer rating reports/ questionnaires;
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.);
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success;
- Prepare and deliver Business Proposals ;
- Write marketing literature (brochures, press releases etc) to augment the company's presence in the market;
- Communicate directly with clients and encourage trusting relationships;

Requirements:

- Business Student (Bsc, Master)
- Available from 3 to 6 months
- Good understanding of office management and marketing principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with a customer-oriented approach
- Excellent knowledge of MS Office
- Fluent written and verbal communications in French/ English
- Exquisite communication and people skills

Key skills:

- Confidence;
- Organizational skills;
- Commercial awareness;
- Adaptability;
- Creativity;
- Good team working skills;
- Communication skills;
- Numerical skills;
- General IT skills;