

## **Description**

Black Eagle Services LTD is looking for an ambitious, highly motivated and energetic marketing intern to join its team.

The successful candidate will support the Black Eagle marketing department with a range of tasks, including data collection research, call-ins and returns, general administration, as well as dealing with our customers via telephone or email. The role calls for an individual with first-class organisational skills, great attention to detail and the ability to work well under pressure.

## **Who are we?**

The organisation of Black Eagles does things a little differently. The clients and candidates we work with are all unique and we know this, that's why we go the extra mile to make sure that everybody is happy throughout the whole recruitment process. Continually seeking vacancies and individuals with originality and individuality, we love working with candidates and employers who echo the buzz and pace that's needed for a successful career in some of the UK's most exciting headquarters. Furthermore, it's incredibly important to us that we find the right role for you and all of your career aspirations.

## **Key Duties & Responsibilities**

- Writing up event summaries
- Conducting desktop research and data collection
- To prepare the introductory reports, newsletters and brochures
- Organisation of the centre's events: panel discussions, round tables, monthly forums, community events and networking dinners

## **Essential Skills & Requirements**

Good level of English (B2)

Team player mentality

Impeccable phone manner and e-mail tone

Super-efficient time management

First class administrative skills Strong

and resourceful research skills

This internship is on a full-time basis and the intern will not receive financial support or contribution in kind for his placement.

Should you require any further information, please do not hesitate to contact me.

Yours faithfully,

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