

Recruiting Marketing Coordinator Trainees (2)

The Finnish-British Chamber of Commerce in London is recruiting two new Marketing Coordinator Trainees. Positions are due to start in January 2018. Each term is an internship of circa 5-6 months.

FBCC is committed to providing our members with excellent opportunities for **intelligent networking** through business and social events. Members of the Chamber have the chance to create new contacts by accessing the Finnish-British and international business communities and are also provided with various tools to aid them in their career development.

JOB DESCRIPTION/RESPONSIBILITIES:

- Responsible for delivering all the Chamber's marketing and communication activities including: event marketing and designing content for monthly newsletter.
- Updating and maintaining Chamber's website, Facebook, LinkedIn, Twitter and Instagram pages.
- All aspects of event planning – from initial idea generation, venue sourcing, creation and design of invitations and advertisements, to coordinating on and after the day.
- Handling all the Chamber's financial and account related matters. This includes invoicing and bookkeeping on QuickBooks, as well as online banking and PayPal account maintaining.
- Representing the Chamber at a variety of functions, including outside normal office hours.
- Taking part in member recruitment and market research.
- Other daily office management functions.

SKILLS/EXPERIENCE:

- Fluent English and Finnish, both written and spoken is essential, other languages appreciated;
- Good written and oral communication skills;
- Good time-management skills, with ability to multitask and effectively prioritise incoming workload;
- Previous marketing experience is an advantage;
- Previous sales experience is an advantage;
- Financial experience (billing and bookkeeping) desirable;
- Computing experience (Microsoft Office, Adobe Reader Pro, InDesign) and excellent social media knowledge;
- Independent, proactive and innovative approach to work, with the ability to take initiative and come up with new ideas;
- Outgoing personality with the ability to work with people across all levels.

These positions are non-paid internships. The trainee will be provided with a travel expense up to £100/month. EU students are encouraged to apply for Erasmus grant for this internship.

Please send your CV and cover letter to emma@fbcc.co.uk by **22th of October 2017**. Please title your message: Internship 2018 Application - "your name".