

Job title

Sales and Marketing Intern/Graduate Position

Salary: £10K pro rata per annum, rising to £20k-£22k after ca. 6 months

38 hrs hours a week. Will suit a recent graduate who wants to build a career in marketing and sales.

What we are looking for in you

- Education reflecting a sales and marketing competency
- Graduate or post graduate
- Self confident
- Self motivator
- Strong work ethic
- Good people skills
- Excellent verbal and written English

In order to work well within Dialogue's small & friendly team, a co-operative attitude, well-developed communication skills, self-motivation and an ability to take responsibility for decisions is required. Last but by no means least, integrity is essential and a sense of humour would be lovely.

Summary of job description

- Support the Directors:
 - UK market research – creating databases and reports
 - Preparation of S&M materials to support campaigns
 - Making contact with potential clients (email, phone, meetings)
 - Organising and finding sales leads
 - Attending trade events and meetings
- Responsible for all social media activities
 - Maintaining Dialogue presence in the social media arena
 - Managing all the Social media reports and analysis
- Responsible for maintaining the Sales Database
- Supporting all admin functions
- Supporting the translation and language team when needed
- Conducting ongoing competitive analysis

About Dialogue

Dialogue has provided a comprehensive language training and translation service to commerce and industry for over 20 years. Our client base spans Europe, the US, Down Under and is growing in the Middle East and China. Our reputation for retaining clients is founded on our innovative, friendly and flexible approach to language training and the care we take to give a fast and accurate translation service.

Please contact:

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