

Do you think you are a cut above the rest?
Join us as a Marketing/Sales Support Intern M/F

1,500 people in 35 offices worldwide work at HRS to achieve a common goal. You can look forward to working in a dynamic, international environment as part of a passionate team.



Marketing & Communications/Sales Support Intern M/F

Job brief

We are looking for an enthusiastic marketing & communications/sales support intern to join our marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing and communications strategies.

You will work on a variety of products, including websites, magazines, exhibitions, corporate identity, e-newsletter, etc. and report to the Senior Regional Marketing & Communications Manager to support the sales team.

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

Responsibilities

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Think creatively and develop new design concepts, graphics and layouts
- Prepare promotional presentations
- Help organize marketing events

Requirements

- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Familiar with Adobe C Suite (Premiere, In Design, Illustrator, Photoshop etc.) will be advantageous
- Familiar with MS Office
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google Adwords) is a bonus
- Passionate to learn marketing & communications and its best practices
- Holding on to a work holiday programme pass
- Can start anytime

Location: Singapore

About HRS

HRS – Global Hotel Solutions

HRS simplifies business travel. Corporate travel managers and business travellers around the world trust HRS to find the best accommodation and simplify all processes related to their business travel. In addition to professional hotel sourcing and the negotiation of corporate rates with hotels, HRS optimises paperless payment of hotel accommodation and meetings as well as automated invoice processing. More than 3,000 multinational corporations rely on HRS Global Hotel Solutions. Customers include global players from the Fortune 500, including Google, Siemens, Alibaba, China Mobile and Volkswagen. HRS pursues clear goals: savings for companies and high traveller satisfaction. Founded in Cologne in 1972, HRS today has more than 1,500 employees in 35 offices worldwide, including London, New York, São Paulo, Shanghai, Singapore and Tokyo.

Further information at corporate.hrs.com/sg

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