



Position: MARKETING ADMINISTRATOR

Start Date: July/August/ September 2018

Company Background

Ecovia Intelligence is a specialist research, consulting and training company that focuses on ethical, health & wellness industries: organic foods, fair trade products, natural cosmetics, functional foods and sustainable packaging. Since our formation in 2001, we have been encouraging sustainable development by our business services.

Job Description

We are offering a work placement for a marketing administrator at our company. The internship would be ideal for undergraduates looking for some experience in administration and / or marketing. Duties include:

- Administrative tasks, including filing and organising documents / magazines
- Downloading news articles and preparing newsletters
- Handling incoming calls and taking messages
- Database development: expand and enhance our contact database
- Assist in the preparation of marketing events materials
- Provide general support to the marketing events teams

The work placement provides experience in administrative duties in a marketing events environment. Guidance and training will be provided however the incumbent should be motivated and a self-starter. The person will be working a 40 hour week at our West London based office.