

Internship Sales and Marketing (24 hours a week)

Our company

ACCUCOMS is a relatively young, well-educated company. With over 50 employees from 13 different nationalities, speaking 16 languages in total, this team of professional and talented people has proved to be a major asset to publishers world wide

ACCUCOMS was founded in 2004, aiming to provide accurate communications for libraries and publishers. Within a decade, ACCUCOMS grew up to be a world-leader in sales and representation for a wide range of society, academic, nonprofit and commercial publishers.

Although we have our main office in Leiden, The Netherlands, we have colleagues working from all over the world: United Kingdom, Germany, Turkey, Jordan, India, Taiwan, South Korea, United States, Mexico, Costa Rica and Brazil. Making ACCUCOMS a very diverse and international organization.

We are looking for

An intern who wants to grow in sales and marketing. Learn the tricks of the trade by assisting with our sales and marketing activities. During this internship, you will be involved in all aspects of the preparation of our communication and promotional campaigns.

As an intern, you are given the opportunity to grow professionally and learn outside the classroom. You will be able to try your hand at many aspects of marketing and will first hand see the results of your efforts. You will work alongside the Marketing Manager, Marketing Executive, Database Administrator and Global Telesales Manager with the many aspects of marketing and telesales campaigns that ACCUCOMS handles on a daily basis.

You will report to the Marketing Manager / Global Telesales Manager.

What your day looks like:

- Assisting with designing and executing sales and marketing campaigns
- Calling libraries for telesales campaigns
- Researching the Internet for new leads and develop prospect lists
- Maintaining and updating business contact information via the customer relationship management (“CRM”) system, salesforce.com
- Assisting with developing collateral, website and social media postings
- Assisting with tradeshow planning and creating related materials as well as the distribution or delivery of marketing materials
- Supporting the development of new and innovative marketing collateral
- Attending meetings with team members to learn and understand the business & projects
- Conducting market research, as needed
- Writing gap analyses and white papers
- Performing analysis of marketing and sales data
- Taking on additional duties and responsibilities, as needed

You are

The ideal candidate will be an undergraduate or graduate studying Marketing, Media, Economics, Business Studies, Advertising, Multimedia or similar degrees. You will have good organizational skills and excellent written and verbal communications skills in English.

Previous marketing experience is useful, an interest in media is essential, and the ability to speak one additional language is advantageous.

Furthermore, you have the following skills:

- Good command of written and spoken English
- Self-motivated, proactive with a 'can do' attitude
- Strong attention to detail, highly organized, diligent
- Ability to listen
- Supportive of working in a team environment
- Be digitally savvy (updating social network pages and website) and computer literate including Microsoft Word, Excel and PowerPoint
- Show an ability to work autonomously

We offer

- A fee of €250 per month which will cover your travel costs
- 24 hour a week contract for the duration of 6 months (you pick the days, but you should work in blocks of 4 hours)
- A spot in a fun, international young team we prefer to call the ACCUCOMS family
- A party commission (ACCUfun) who organizes fun activities on a regular basis
- A varied work package – you can try your hand at many marketing and sales activities

Making the move

ACCUCOMS offers you an interesting and diverse internship within our company. You will work in an enthusiastic, innovative and motivated team.

For further information, please contact Dagmar Vermeer at dagmar@accucoms.com. To apply for this position please send your resume and letter outlining why you are right for this position to careers@accucoms.com.