



Videoplugger Ltd.

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Internship Position: Sales and Marketing Assistant

Start date: Ongoing

Company Description:

Videoplugger is an international video content agency based in London, UK, bringing the best, most newsworthy and essential video content to the media since 2005.

Videoplugger's team consists of an enthusiastic, multilingual highly qualified staff providing content, digital delivery tools, and consulting to the worldwide media market. Videoplugger represents agencies footage archives, small TV stations, production companies and independent videographers taking care of their international distribution.

Job Description:

We are looking for a passionate, ambitious, and like-minded person to join us. The successful intern will be involved in several activities within the company, including but not limited to:

- ✧ Updating the database of the company, publishing digital material.
- ✧ Managing sales accounts, performing sales and pitching of our products and services.
- ✧ Liaising with international clients and suppliers.
- ✧ Business development.
- ✧ Search for new market possibilities for the company and expand the Market base of the company.
- ✧ Diary Management.
- ✧ Other general duties as required.

The ideal candidate will be an undergraduate or graduate studying Marketing, HR, Management, Media, Business Studies, Advertising, Multimedia or similar degrees. You will have a strong academic background in general and have excellent written and verbal communications skills, and will also be digitally savvy. Previous sales or marketing experience is useful, an interest in media is essential, and the ability to speak one additional European language is preferable (i.e. French, German, Greek, Hungarian, Italian, Polish, Russian, Spanish, Slovak, etc).

We are a small company so you will get the chance learn a lot about all aspects of how a business is run. If you have bags of enthusiasm and show strong ability, there will be scope to expand your duties, in line with our agency's general business aims.

Desired Skills & Experience:

- ⤴ Well presented, confident, credible
- ⤴ Self motivated, proactive with a 'can do' attitude
- ⤴ Strong attention to detail, highly organised, strong administration skills
- ⤴ Time management skills, able to prioritise workload
- ⤴ Ability to listen
- ⤴ Diligent, strong communicator
- ⤴ Ability to multi-task to achieve results
- ⤴ Supportive of working in a team environment
- ⤴ Passionate about media and people
- ⤴ Sociable, good sense of humour
- ⤴ Confident phone manner
- ⤴ Be digitally savvy (updating social network pages and website)
- ⤴ Be reliable, prompt, keep to strict deadlines
- ⤴ Show an ability to work autonomously
- ⤴ Have an attention to detail
- ⤴ Be able to take responsibility beyond scope of role
- ⤴ Actively look for new solutions and create new ideas
- ⤴ Computer literate including Microsoft Word, Excel and PowerPoint

Additional Information:

Please note all positions are un-paid, -other source of funding is necessary such as bursary from EU through programs such as "Leonardo" or similar and priority will be given to those candidates who can start without delay, interviewing will begin immediately.

Please send your CV in English and a cover letter to internship@videoplugger.com

Videoplugger's office is based in South East London, within 1 min from Mainland Railway and London Overground station. Find us on this [map](#)

Links: www.videoplugger.com, www.mmnc.net, Blog: [The informer](#), www.drm.am

Facebook group: www.facebook.com/videoplugger,

<http://www.facebook.com/drmamRadio>

Twitter: <https://twitter.com/MMNCNET>, https://twitter.com/Drm_am