

2 INTERNSHIPS BUSINESS DEVELOPMENT & SALES

Professional Designers is a website design & digital marketing agency serving national and international clients since 2015. We are active in graphics, website design & development, e-commerce shops and printing.

To expand our activities to French and German speaking audience, we are looking for an interne who can help us to grow especially in German speaking of Switzerland. You will be given excellent opportunities to learn web design, graphics design, and WordPress web development.

We are looking for an enthusiastic, dynamic, curious personality, who wants to learn, with good interpersonal skills and an eye for detail.

ACTIVITES :

On a daily level, your job is likely to include:

Business Development & Marketing:

- Creating weekly plans & daily activities to win new customers by emails, phone calls and personal visits
- Writing emails & answering phone calls, follow-ups to customers coming from our website
- Cold calling & personal visits to local shops/business for new leads to sell our e-commerce platform/shops, POS, mobile apps & printing material

Project Management :

- Management of Social Media accounts, Google Ads campaigns, e-newsletters
- Updating content on customer websites, creating menus/flyers

Administration :

- Preparation of contracts/offers for potentials clients
- Translation of web sites/menu or other content from English to French & German

Your Profile :

- A student or recent graduate with bachelor's or master's degree in IT or business administration; preference will be given to you if you have skills in graphics design, WordPress, or related technologies.
- Excellent selling, negotiating & presentation skills
- The ability to manage your time and plan your day effectively
- You are self-motivated and manage your day effectively, you are well organized
- Proficiency in French & German like mother tongue, English (minimum B2) is big plus.

INFORMATIONS :

Start: As soon as possible

Previous experience: None (ideally you have strong desire to learn web technologies, marketing & sales)

Total vacancies: two

Duration: 6-12 months (extendable)

Occupancy rate : 100%

Remuneration: CHF 1000.- brut (100%) + commission

Place of work: From home

Deadline to apply: Please apply as soon as possible before 25 April.

If you think you have passion for graphics & web, digital marketing & sales, please email your CV to hello@professionaldesigners.ch as soon as possible.