

Sales and Marketing Intern- Kickstart scheme intern 6-month placement (London Living Wage, 30 hours a week, enhanced benefits - including discounted gym membership and more)

Role overview: (click [here](#) to find out more about Profusion and staff benefits)

Profusion is a leading provider of data and marketing services, ranging from consultancy advice, through to the creation and execution of innovation projects and marketing campaigns. We specialise in helping businesses to grow using the power of data science. Our partnerships with universities and leading organisations enable us to bring the best academic thinking into the solutions we offer our clients.

The Sales and Marketing Intern will support the Chief Strategy Officer (CSO). This team's job is all about making sure that the services and products that Profusion delivers to its clients are promoted to new potential clients. The team looks to attract new clients to Profusion from outbound sales and marketing activity, this can range from online marketing activity, direct sales approaches to clients and public relations to raise the profile of our company online and in the media. The role would be to provide administrative support to the sales function: managing our customer database (Salesforce), helping to create and edit client presentations, organising meetings, taking notes and writing briefings for the team and a chance to learn about how both sales and marketing operations work in a modern digital agency.

It's a fantastic role where training will be provided on all aspects of the role both. You will have huge potential for personal and career development, learn from and share knowledge with a range of talented and highly-skilled colleagues. All of this while embarking on an exciting journey with a pioneering, fast-growing company situated at the heart of London's Tech City.

Key responsibilities

The role covers a wide range of sales and marketing administrative tasks such as keeping our customer database up to date, helping to organise internal and external meetings, taking notes within meetings and updating client records, providing briefings to the team and supporting marketing activity.

You will also get to work across our business to understand all the different departments and learn lots of different work related skills such as developing your communication and stakeholder management skills:

- Responsible for keeping our Salesforce customer data base accurate and up to date, including running reports and providing client information to the team to support their sales and marketing activity
- Take responsibility to support the team's client activity, which will involve liaising with clients to set up meetings, diary management and travel arrangements.
- You will join client meetings and take notes and actions from the meetings and ensure the team follows up on the actions they need to take from the meetings
- Support the team with preparing and editing client presentations in PowerPoint and helping to bring together bids and tenders for our clients
- Supporting with client research and helping to put together briefings for the team about the people and clients they are going to be meeting with
- Helping to arrange any logistical needs of the team, such as travel for meetings, or liaising with suppliers and our partners on any services or support we need from them
- Supporting with events and networking opportunities for the team, with may include both internal event planning and arranging bookings with external providers
- Any other ad hoc tasks and responsibilities that may be suitable for the role.

Personal Specification: Knowledge, Experience and Skills

You need to be highly organised, have strong attention to detail and be a strong communicator who is not afraid to work independently and ask for help if needed. If you have any experience in a support and administrative function and ideally with Customer Relationships Management Systems (CRM), this would be an advantage.

Knowledge & Experience

- Good communication skills, written and verbal
- Excellent organisational skills and be able to prioritise workload
- Good experience with Microsoft Office products such as Word, Outlook and PowerPoint
- Passion and motivation to get involved and exceed expectations
- Ability to multi-task, manage and prioritise multiple tasks
- Problem-solving attitude and always looking for ways to improve how to do things
- Enthusiasm about making a real contribution.