



Marketing & Sales Assistant - 6 month Internship- ENERDATA (www.enerdata.net)

Starting date: June 27, 2011

Job title: Marketing & Sales Assistant

Department: Professional Training & Seminars

Location: Paris

Company:

Enerdata is an independent information & consulting firm specialising in the global energy and markets, sustainable development and energy efficiency issues.

Since 20 years, Enerdata provides and animates training sessions dedicated to energy modelling, energy efficiency evaluation, energy markets, energy statistics and carbon management.

Assignment: To face its booming professional training activity, Enerdata recruits an assistant for its Sales & Marketing Department based in Paris, France.

The main tasks consist of:

- coordinating and organize training sessions & seminars in France and abroad
- managing registrations and assisting the French & European participants in their venue
- coordinating the speakers (team in Grenoble and external speakers)
- marketing existing training sessions
- referencing our training offering within our clients & prospects, as well as potential partners
- taking part of the development & marketing of new trainings related to Energy environment
- designing, launching & managing commercial actions (emailing campaigns & mailings)
- leading the e-training community via our online platform
- participating in corporate communication (print, web)
- analyzing the e-learning opportunities
- organising exhibitions and events
- creating short surveys to test new trainings & seminars
- updating registrations, programs and website
- updating the contact database
- translating training supports

Competencies:

The candidate will show the following qualities:

- dynamic and interested in the energy sector
- motivated by the marketing & sales activity in a B2B environment
- result driven
- team player
- good oral & writing skills
- Fluent English/French
- software proficiency: PowerPoint, Excel, Word , search engines, design software (e.g. MS Publisher), e-mailing platforms

Contract type: Internship

Contract duration: 6 months

Location: Central Paris, France

Education: Business school or university, major in marketing

Compensation: According to experience

Interested in this offer? Please send you resume and cover letter to job@enerdata.net