

*An internship at JJ-Pun is your chance to show off your skills and work on projects that matter. Get the opportunity to work in an exciting and diversified business environment where your team will rely on your skills and insights to help deliver new technologies and services to the market. We offer you the chance to engage and exert your individual skills and interest, working on real projects that have ongoing impacts. Join JJ-Pun today, and help us to fulfill our vision to bring world-class technology to Myanmar.*

**Job Title:** *Business Development and Marketing Intern – 6 months*

**Salary:** *USD 500/month (plus Visa costs)*

**Report to:** *Business Development and Marketing Manager / Managing Director*

**Prospect:** *Full-time employment after 3 to 6 months*

**Job Abstract:** *The internship introduces the Intern to all business activities of the department and the nine business lines of the company. As such, the Intern will support the department on current and new business opportunities; engage in the preparation of marketing material and events, and participates in the moderation of the various social media channels (i.e. Facebook). In due time, the Intern shall take over responsibility for individually assigned projects and tasks.*

### **Job Description:**

*The Business Development and Marketing Department conducts initial research and analyzes new business opportunities. The department is responsible for the external communication of the company ensuring the existence of appropriate marketing tools and a proper application of the corporate identity. The department manages the various social media channels (i.e. Facebook) that are a key cornerstone of our current and future business strategy. This includes content creation, moderation of requests and comments, and the monitoring of advertisement activities. Furthermore, the department supports all business lines in various tasks such as event preparation, business analysis, marketing and promotion material, social media campaigns and individual assignments.*

*Being fully engaged with and exposed to the activities of the department, the Intern will*

- support the department in its daily activities;
- conduct market research and analyze business potentials (i.e. for new products);
- prepare off-/online marketing material (e.g. brochures, flyers, presentations etc.);
- monitor and moderate the social media accounts (incl. content creation and advertising);
- develop marketing and advertisement strategies (both off-/online);
- support the preparation of events (e.g. exhibitions, networking events, etc.);
- complete individual assignments by business units and the management.

*We offer a vivid and highly independent work environment, which provides ample room for the Intern to engage in individual assignments taking over responsibility for tasks that will help the company to become more efficient, professional and even more successful.*

### **Job Requirements:**

*We seek for an open-minded, constructive and pragmatic person who ideally gained some experience in Business or Marketing already. Living the spirit of our corporate values, prospects should possess an entrepreneurial, forward-oriented and positive mind-set. Candidates should*

- have gained first experiences in Business and/or Marketing;
- possess an entrepreneurial, forward-oriented and positive can-do attitude;
- possess strong analytical and excellent social skills with an active, task-oriented and constructive personality;
- be able to take over responsibility for assigned and individual tasks and projects;
- have excellent communication skills in English;
- have an affinity for technologies, software and social media (i.e. Office, Adobe Suite, Facebook Business Manager and Google AdWords)

Any proficiency in either Chinese, Japanese and/or Korean; and/or experience with Customer Relationship Management and Content Management System tools is of advantage.