

## **Junior Marketing & Events Manager**

**Internship in Johannesburg, South Africa**

**March 2015 – August 2015**

### **SANEC, the start of your international career**

Are you looking for a dynamic internship in an international environment? Then apply for the internship position of Junior Marketing & Communication Manager at SANEC. The internship will start at 1 September 2013 at the SANEC offices in Johannesburg, and runs till the end of February/March 2014.

### **What is SANEC?**

SANEC; Southern African Netherlands Chamber of Commerce is the central link for companies, organisations and entrepreneurs doing or seeking to do business between the Netherlands, South Africa and the Southern African region.

Our aim is to foster business relations, stimulate and facilitate exports, imports, outsourcing, business tourism and foreign direct investments between South(ern) Africa and the Netherlands, thus accelerating sustainable economic growth.

In order to achieve this goal, we establish business links by organising trade missions and individual matchmaking visits, but also by hosting networking events, such as Trade & Investment Dinners and Meet & Greet Cocktail Receptions. In addition SANEC supplies up-to-date trade and investment information on the different countries, through the organisation of seminars, workshops and business forums, by conducting market research and through our different publications.

### **What do we offer?**

Doing an internship at SANEC means working in an international dynamic environment, where you can learn a lot. You will work in a small and very motivated team, where own initiative and creative thinking is encouraged. There will be plenty of challenges. An internship at the Southern African Netherlands Chamber of Commerce will be a worthwhile experience.

### **Job description**

Professional communication with our members and stakeholders is crucial for the success of SANEC. In your position as a Junior Marketing & Communication Manager you will play a key role in the implementation of our marketing and communication strategy and you will be involved in searching, launching and implementing new projects. Also, you will play a key role in the process of putting together our annual SANEC Business Directory (<http://www.sanec.org/news-publications/business-directory>).

Amongst others, you will be responsible for the following:

- Content management of the SANEC website;
- Coordination of newsletters;
- Writing and editing SANEC publications, including invitations, website content, newsletters, the Business Directory, etc.;





- Assisting the Communication Coordinator in the implementation of the SANEC social media strategy;
- Assisting in events organisation;
- Member management.

#### **Who are we looking for?**

- At least in the 3rd year of bachelor;
- Affinity with Marketing and/or Communication;
- Excellent command of Dutch and good command of English written and verbal communication skills;
- Creativity and clear communication are obvious for you;
- Team player with a flexible, proactive attitude;
- Stress resistant and self-disciplined;
- Affinity with international relations;
- Good knowledge of Microsoft Excel, PowerPoint, Word and Outlook.

#### **Applications**

Are you looking for a fun and challenging internship, where you can gain experience within the various facets of project management and marketing and communication?

We would like to meet you! Send your motivation and resume by email to [marlon@sanec.co.za](mailto:marlon@sanec.co.za)



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