

Marketing & Admin Intern

Job Type: Internship

Job Duration: 3 months (June – August) *duration can be extended*

Are you looking for an exciting opportunity to join a fast-paced and innovative startup? As a Marketing Intern at WISE AI, you will have the unique opportunity to work with a talented and dynamic team of professionals to develop and execute marketing and event initiatives for our cutting-edge technology. Our solutions are AI empowered, focusing on Digital Identity and Regulatory Tech industries, giving you exposure to this exciting and fast-growing field. Join us and be a part of the AI revolution!

Key Responsibilities:

- Assist in developing, executing creative and engaging B2B marketing campaigns to promote our technology solutions
- Conduct research on industry trends, competitors, and target audiences to inform marketing strategies
- Help manage our social media presence and create compelling content to engage our audience
- Create visually appealing marketing materials, including flyers, brochures, and presentations.
- Help plan and execute exciting events to showcase our technology, including venue sourcing, catering, and logistics
- Attend events and provide on-site support to ensure everything runs smoothly
- Use data analytics to track and analyze marketing and events metrics, providing insights to guide future strategies
- Assist with our CRM system, including data entry and database segregation
- Collaborate with cross-functional teams, including sales, product, and design, to ensure cohesive messaging and branding
- Provide support to superiors on the administration of business and operations.
- Handle ad-hoc tasks assigned by superiors/ management from time to time.

Qualifications:

- Currently enrolled in a Bachelor's or Master's degree program in Marketing, Communications, Graphic Design, Video Editing or a related field
- Excellent verbal and written communication skills with a creative flair
- Proficiency in Microsoft Office and Google Suite
- Knowledge of social media platforms, including LinkedIn, Twitter, and Instagram, and a passion for staying up-to-date on the latest trends
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Previous experience in marketing, events, graphic design, or video editing is a plus, but not required - we're looking for passionate individuals who are eager to learn and grow!

Benefits:

- Join a dynamic team of professionals in the exciting AI tech space and gain hands-on experience and exposure
- Collaborate with a talented and experienced marketing team, who will provide mentorship and support throughout your internship
- Opportunities for professional development and growth, including the potential for a full-time position after graduation
- Enjoy a fun and engaging work environment, with regular team outings and events to celebrate our successes

If you are excited about the prospect of joining a thriving startup and making a meaningful impact in the world of technology, we want to hear from you! Please submit your resume and we look forward to hearing from you!