



Intern - Digital Marketing

TRAVEL MATE LTD

Job Category: Sales/Marketing/Business
Development

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 05

Gender: Male

Career Level: Entry Level

Employment Type: Full Time

Age Limit: 21 to 30 year(s)

Posted On: 26 Jan 2025

Salary: Negotiable

Application Deadline: 8 Feb 2025

Job Context

- Location: Dhaka (Hazaribagh)

Job Description/Responsibility

- Assist in drafting, editing, and proofreading communication materials, including reports, blogs, and newsletters and maintain and manage the entire both systems including e-commerce site and Facebook page.
- Support the management and organization of knowledge resources, such as reports, case studies, and presentations.
- Create and schedule social media content, track performance metrics, and suggest improvements.
- Conduct research to support communication campaigns and knowledge-sharing initiatives.
- Help design visual content using graphic tools (e.g., Canva) for presentations, infographics, and promotional materials.
- Coordinate and document meetings, workshops, and events, ensuring accurate record-keeping.
- Assist in maintaining and updating knowledge-sharing.
- Support the team to plan, arrange and coordinate events
- Manage SEO, social media, and email marketing to drive traffic and engagement.
- Brand management
- Work collection from online experts:
- Establish and manage relationships with online experts and freelancers for content creation, project execution, and other business needs

Education Requirements

- Diploma(Diploma (Vocational)) completed.

Experience Requirements

- No experience is required.

Skills Requirements

- Age 21 to 30 years

Work Area

- Applicant should have experience of working in the following category(ies):
Sales/Marketing/Business Development

Industry Type

- Experience should include the following skills: Hotel/Travel/Tourism

Compensation/Benefits

- Mobile bill, Performance bonus
- Lunch Facilities: Partially Subsidize
- Salary: Negotiable