

BUSINESS DEVELOPMENT & ADMINISTRATION INTERN

REQUIRED

Applications are invited from recent graduates for a 3-month internship in Business Development and Business Administration. The intern will be involved in:

- Formulating business and marketing plans, writing proposals, generating business leads.
- Executing marketing plans, online marketing. Generating business leads, follow up and closing deals.
- Leading consistent and effective marketing efforts to meet targets.
- Project planning, coordination and management.
- Keeping tabs with the team to ensure that they are on track.
- Ensuring that accounts are well kept.

Qualifications and Attributes

- Core desired attributes: Ability to get things done; hardworking; high integrity.

Other Desired Attributes:

- Bachelor's degree in Business Administration or Social Sciences.
- Excellent interpersonal, communication, team-working skills.
- Highly flexible individual with strong planning, coordination and management skills.
- Ability to multi-task and solve problems with limited supervision.
- Ability to work in a fast-paced, challenging environment.
- Excellent written and spoken English language skills.
- Proficiency in Microsoft office suite.
- Excellent online research and online marketing skills
- Accounting Skills are an added advantage.
- This is an entry level vacancy, so experience is not essential.

NB: A small stipend to cover lunch and transport will be given to the successful candidate and upon satisfactory performance during internship, the intern will be employed.

If interested, please send application and CV on or before 3rd August 2016 to info.winvestors@gmail.com