



<https://internshipgarage.com/job/summer-media-administrator-internship/>

Summer Media Administrator internship

About our Client

If you have a keen interest in media, such as SEO, PPC, Social Media, Analytics and Client Services? They're looking for bright and enthusiastic candidates to join their team in Bristol on 10-months paid Internship placement starting in summer 2018 (this will be a sandwich year before you complete your final year at University).

Main Responsibilities

- > Gather data, generate reports to carry out performance analysis.
- > Collects data for competitor reports.
- > Provides supporting work for planning processes
- > Supports team in day-to-day administration
- > Ensure all checks are carried out in accordance with team processes
- > Supports financial delivery: Raises POs and keeps PO sheets up to date and accurate
- > Uses research tools to pull data and insights as requested by the team
- > Full attendance on all detailed training, and media owner presentations

The Ideal Candidate

Would be someone with less technical skills is required i.e. the key focus is transferable skills of organisation, numerate, analytical, precise; with an inquisitive mind and a desire to learn in a rapidly developing industry that constantly evolves.

In return;

- > You get public transport support
- > Partly paid accommodation
- > Monthly allowance
- > Three weeks leave

How to apply

To apply for this role and to find out more, please click on the apply button.

Employment Type

Internship

Application Deadline

July 31th

Duration of employment

10 Months

Industry

Media

Job Location

Bristol

Base Salary

£ 14,500

Date posted

March 19, 2018

APPLY NOW