

Research Executive - Internship Description

Job title: Research Executive

Role type: Internship

Employer: Petrus Communications (www.petruscommunications.com)

Location: Bucharest, RO

Time required: Full time, to start asap

Company presentation:

Petrus Communications is an award-winning international employer marketing and research consultancy. We help leading companies worldwide understand and engage with the global education community to attract and develop the talent they need. We work with universities, NGOs and student associations on projects such as graduate and internship recruitment, developing university partnerships, employer brand communications, strategic market analysis and internal engagement.

With a team in Paris, Bucharest and Newcastle and client activity across the world, we offer a dynamic and international working environment with challenging, interesting and meaningful projects. We are looking for a talented junior to support our client facing team in delivering outstanding quality.

Responsibilities

- Support the Account Manager with projects for our clients working with companies and universities worldwide on graduate recruitment and employability projects.
- Conduct data analysis and online research to develop reports for clients for a range of projects
- Conduct background research to develop new recruitment and communication projects for international clients
- Contribute innovative and creative input to campaign development and new business research
- Copywrite informative, promotional, and social media-based texts
- Assist with project management activities
- Carry out desk research, phone research, and customer engagement calls

Candidate profile

Student or recent graduate, some professional or student organisation / NGO experience will be valuable

- A good feel for technology (e.g. .xls, .ppt, online search engines, online and social media tools)
- Analytical skills, able to produce good quality written reports and presentations
- Marketing, communication and presentation skills
- Excellent planning and organisational skills
- Able to prioritise and happy to work under pressure with attention to detail
- Sociable and comfortable working in an international team and on international projects
- Quick to learn and to adapt to a new working environment
- Innovative and creative
- Confident with good interpersonal and networking skills
- Good written and spoken English (French or another language would be an advantage but is not mandatory)

Useful experience could include

- Experience in market research or any contribution to research-oriented projects
- Experience in handling large sets of data and technical knowledge of working with data
- Experience within a communications agency or within a company marketing department
- Experience within a university career or international office, or with student associations

Benefits

- Motivating salary
- Opportunity to develop analytical and reporting skills in a fast-paced professional environment, while gaining technical working knowledge with Excel, PowerPoint and data visualization tools.
- Opportunity to get a good understanding of research projects and get a commercial approach based on the client's needs
- Training or Courses (in line with role, development needs & performance)
- Support with housing and travel (one return flight) for those who don't live in the cities where Petrus is located
- Support with paperwork needed at your faculty to certify your internship / experience (if applicable)
- One return flight ticket depending on the current residence and circumstances of the successful candidate

How to apply

Send your CV **by 10 January 2018** in English (PDF or DOC format) to tereza@petruscommunications.com together with a short motivation letter, stating from when you are available (ideally January 2019)

