

Job title	INTERN: Marketing & Communication Intern
Location	Batseta Offices Waterfall Park, Midrand, Gauteng
Purpose of the role	Batseta wants to appoint an intern for a period of 12 months in an effort to assist unemployed graduates with acquiring practical skills and competencies within the retirement fund industry environment. Candidates will obtain experience in marketing and communication.
Key responsibilities	<p style="text-align: center;">1. Duties of Marketing Assistant</p> <ul style="list-style-type: none"> ○ Raising awareness about BATSETA events i.e. seminars, conferences and tutorials via email. ○ Assist with arrangements of BATSETA events ○ Manage the website content. ○ Assist with development and execute effective communication strategies to optimise exposure through internal and external media vehicles. ○ Assist with building the Batseta brand. ○ Assist with identifying and exploring new marketing opportunities. ○ Developing effective relationships with Batseta stakeholders. ○ Raising awareness about Batseta events i.e. seminars, conferences, webinars via e-mail, bulk mailing and social media ○ Assist with arrangements of Batseta events ○ Assist with identifying and managing website advertising opportunities. ○ Writing and designing content on product and event-related information such as invitations, brochures and introductory letters.
Requirements	<p>The Batseta is looking for an unemployed graduate who wishes to gain workplace experience.</p> <p>This person should have excellent verbal and written communication skills, with knowledge of Web and social media. PowerPoint, Word and Excel experience are a bonus and will be considered when choosing the best applicant for this internship position.</p> <p>Majors: Corporate Communication, Marketing, Public Relations, Digital/Social Media and related fields</p>
How to apply	<p>Please submit your CV via E-MAIL to:</p> <p>Lucretia Mosing</p> <p>E-Mail: info@batseta.org.za and send a copy to info@batseta.org.za</p> <p>Tel no: 0118056340</p>

	CLOSING DATE: 09 February 2024
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