

NYC INTERNSHIP



Full time – 6/12 months– New York City

Description of the company

AA French entrepreneur that owns multiple businesses in NYC is looking for three interns to join his offices & teams.

Position – Missions

A Graphic Designer

We are looking for a creative Graphic designer with up-to-date knowledge to interpret our clients needs and to design solutions with high visual impact. You will work on a variety of products, including websites, books, magazines, product packaging, websites, exhibitions, corporate identity etc. and you will cooperate with our designers and sales team.

Skills

Proven graphic designing experience

Possession of creative flair, versatility, conceptual/visual ability and originality

Demonstrable graphic design skills with a strong portfolio

Ability to interact, communicate and present ideas

Up to date with industry leading software and technologies (In Design, Illustrator, Dreamweaver, Photoshop etc)

Highly proficient in all design aspects

Professionalism regarding time, costs and deadlines

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Position – Missions

Accounting Intern

Examine statements to ensure accuracy

Ensure that statements and records comply with laws and regulations

Inspect account books and accounting systems to keep up to date

Organize and maintain financial records

Improve businesses efficiency where money is concerned

Suggest ways to reduce costs, enhance revenues and improve profits

Provide auditing services for businesses and individuals

Skills

Minimum Educational Requirements: Bachelor's Degree in Finance/Accounting

self-motivation., integrity.

ability to reflect on one's own work as well as the wider consequences of financial decisions.

business acumen and interest.

organisational skills and ability to manage deadlines.

teamworking ability.

communication and interpersonal skills.



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Position – Missions

Business developer

Manage the school blog, posting original content weekly.
Create topics, manage a team of writers, and edit and format for Wordpress using SEO best practices.

Identify potential clients in the target market and complete appropriate research on the prospective client's business and equipment needs

Develop relationships with prospective clients, while maintaining existing client relationships

Partner with sales teams to create contract-winning proposals for current and prospective clients

news

Designed promotional tools such as media press releases, flyers.

Skills

- Have a degree in International Business/Marketing
- Excellent oral communication and listening skills
- Ability to follow directions
- Excellent customer service skills
- Excellent verbal and written communication skills in English
- Passion for the marketing industry and its best practices