

Business Development Assistant & Project Manager Interns- IES

The International Executive School (IES) is an education center in France.

Location: Remote

Major: degree in Business Administration, or any related field

Experience: currently enrolled senior students or fresh graduates are accepted

1- Assistant Business Developer Intern

Major Responsibilities:

- Assist in the identification of new markets in order to prospect and attract new customer
- Create and write external and internal communications related to stakeholders, press content and OMT brand
- Define your field of prospecting and your field of action. Development and appropriation of a sales pitch in connection with marketing products
- Identify lead-generating contacts and study customers' needs
- Ensure presentations of media (website, products, ...)
- Negotiate and close contractual conditions and optimize margin conditions
- Ensure the transmission of files to the teams in charge of production
- Guarantee the achievement of turnover objectives set for the degree of customer satisfaction desired
- Ensure the commercial follow-up of the customer
- Generate a questionnaire to obtain customer feedback
- Organize one on one meetings with clients to identify their journey and expectations

2- Project Manager Intern

Major Responsibilities:

- Create and write external and internal communications related to stakeholders, press content and OMT brand
- Contribute to the elaboration of an international commercial strategy
- Identify new international development opportunities
- Define new target products and countries, carry out international product monitoring, research partners in targeted industries in India, Burma, Saudi Arabia, Nepal, Kazakhstan and other countries to be determined
- Creating a standard format for all the available trainings
- Support the international strategy of a business or service and contribute to the realization of new international projects
- Conduct market research on e-learning and vocational (technical training)
- Contribute to the development and monitoring of a commercial action plan
- Identify development opportunities
- Contribute to the promotion of the offer: website, exhibitions, ...
- Contribute to the drafting of commercial proposals

How to apply:

Kindly send your CV and contact the Career Services Center, E-mail:

career.services@balamand.edu.lb, Ext. 7801; 7802