

Marketing & Communications Intern Job description

About: The Poggi Brothers is an Italian travertine quarry owner and marble trader based in Tivoli, Rome. The company's mission is to extract, work and commercialize made in Italy stone worldwide. With 93% of our production being sold abroad, we are continuing to expand our business relationships in all 5 continents according to the fluctuating and volatile demand for our products.

F.lli Poggi S.r.l. seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for an internationally well-known business driven organization.

Responsibilities:

- Assist in planning and writing monthly eNewsletter
- Provide marketing material to update and maintain Fratelli Poggi's social media presence, including scheduling Facebook, Instagram, LinkedIn, Google+ updates
- Liaising with external agencies to update F.lli Poggi's website (including SEO)
- Updating our CRM platforms with current and potential customers
- Researching potential marble customers (architects, construction companies, designers etc.) and bid projects in all 5 continents
- Researching potential marble vendor online platforms and developing ideas on how to take advantage of them for F.lli Poggi's business operations
- Collaborating with staff on new ideas for marketing and communications

Qualifications:

- Fluency in English and Italian language (other languages are an asset)
- Completed or working toward a college degree, preferably in a related field (e.g., Marketing/Communications, Business or Public Relations)
- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of Microsoft Office tools). Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with both internal & external contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Ability to conduct basic research, including one-on-one or group interviews
- A commitment to professional ethics and ability to handle sensitive and confidential information
- Demonstrated ability to work individually and in a team environment
- Previous internship or related experience in marketing or communications is a plus

Start Date: As soon as possible, requires 6-12 month commitment. Hours: 8 hours/day, 5 days a week. National and international travel may be occasionally required. Graduate candidates are ideal; undergraduates are welcome to apply.

To Apply: Please send your CV and cover letter in English to hr@poggibros.it. F.lli Poggi S.r.l. is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.