

Marketing and Sales Intern- IPM

Founded in Ireland over 35 years ago, Institute of Project Management has been pioneering project management education, certification, and member services as a specialist organization.

Location: Remote

Working Hours: 20 hours per week

Major: degree in Business Administration, Marketing, Mass Media and Communication, or any related field

Experience: fresh graduates and currently enrolled senior students are both accepted

Major Responsibilities:

- Review and create written content for our website and social media channels
- Develop and schedule engaging social media posts
- Assist in improving and formatting internal and external articles
- Support and contribute to sales initiatives, including outreach and lead follow-up
- Respond to inbound sales and partnership inquiries
- Take initiative with ideas for brand growth and marketing engagement
- Assist in general marketing, sales, and project management activities as required

Additional Requirements:

- Excellent written and spoken English
- Proficient in basic social media platforms (LinkedIn, Twitter, Facebook, etc.)
- Communicative and responsive in a remote environment

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802