



## ***The Winning Box - Internship Positions***

The Winning Box ([www.thewinningbox.com](http://www.thewinningbox.com)) is a company which offers a wide range of services to start-up companies; serviced offices, marketing and creative services, IT and finance assistance in London. The Winning Box is always looking for highly motivated and talented individuals to join their team and put their knowledge into practice.

The available positions are:

### **Marketing Assistant:**

- Analysing and researching the target market according to the needs of the companies.
- Developing marketing strategies and creating databases of potential customers.
- Working in our call centre, contacting prospective customers (in the intern's mother tongue or in English) in order to promote the products and services of the relevant company.
- Teaching, training and coordinating other interns' activities.

### **Finance Assistant:**

- Creating contracts and issuing invoices for clients.
- Classifying and Registering Purchase and Sales invoices, Bank Statements and other relevant documents.
- Operating Credit and Debit control.
- Analysing weekly profit and percentage of covered costs based on the past weeks' sales.
- Teaching, training and coordinating other interns' activities.

### **Receptionist:**

- Welcoming visitors and introducing them appropriately.
- Answering, screening and forwarding any incoming phone calls to the right department.
- Receive and sort daily mail.
- Maintaining security by following procedures and controlling access.
- Teaching, training and coordinating other interns' activities.

### **IT & Programmer Assistants:**

- Maintenance of printers, multifunctional devices, telephone systems.
- Managing IT infrastructure.
- Maintenance of the servers.
- Teaching, training and coordinating other interns' activities.

### **Creative Assistant:**

- Creating several visual supports such as logos, brochures and advertising images.
- Developing web pages and managing webmaster tools and plug-ins.
- Management of Social Media networks.
- Teaching, training and coordinating other interns' activities.



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a completely different way to start your business

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This position is unpaid but interns have the opportunity to attend Business and General English classes free of charge with qualified CELTA teachers. Also our references have so far proved to be particularly useful for our interns, which have enabled some of them to have access to very successful careers.

Interns will have the possibility to enjoy an international stimulating working environment.

We are looking for motivated University students with a background in Marketing, Finance, Public Relations, IT, Programmer and Graphic Design.

**Please feel free to send your CV to [hr.manager@thebis.net](mailto:hr.manager@thebis.net) with the subject line:  
"TWB Marketing", "TWB Finance", "TWB Receptionist", "TWB IT&Pro" or "TWB Creative".**