

**INTERNSHIP PROGRAM**

**POSITION: TEI MARKETING INTERN**

Company: **Johnson & Johnson HELLAS Consumer**

Department: **Marketing**

Reports to: **Junior Product Manager**

**Role Purpose/Scope**

**Under general supervision, provides logistical and administrative support to marketing projects and activities.**

**Key Responsibilities**

* Executes complex and varied administrative and clerical marketing assignments.
* Ensures the tracking and processing of all purchase orders.
* Assists in developing comprehensive professional and consumer advertising, promotional plans and programs.
* Manages various spreadsheets and online resources.
* Provides administrative assistance as needed.
* Looks proactively for ways to assist others and to contribute.

**Job Requirements/Qualifications**

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| **Education Specialty**: Business Administration or Marketing  |
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**Languages:** Proficiency in English

**PC skills:** Microsoft Office, Internet

**Key Leadership Skills:** Collaboration and Teaming, Self-Awareness and Accountability, Performance-Driven, Sense of Urgency

**Application**

Interested applicants should e-mail their cvs to: GR\_HR@its.jnj.com