

Netinfo

Assistant Project Manager

Sector :

- Digital and Creative Technology training

Tasks :

- References relative to a development project webographics research in order to collect information linked to the project
- Organization, analysis and synthesis of the collected information
- Meetings management in terms of preparation, participants invitation and minutes drafting
- Project planning follow up
- Bi-lingual report drafting (French-English)

Required Qualifications :

- Motivated
- Involved
- Independent

Marketing and Communication Assistant

Sector :

- Digital and Creative Technology training

Tasks :

- Collection, information processing
- Contribution to the operational marketing(through phone calls, digital campaigns,...) ensuring the follow up
- Offers follow up
- Participation in the development of new sales support materials

- Schedules and agenda management of the managers, organization of meetings or travel
- Statistical analysis and monitoring of competition activities

Required Qualifications:

- Marketing knowledge
- Good analytical ability, synthesis
- Rigour and a sense of organization
- Good interpersonal contact