

Job Summary			
Job Title	Marketing Intern (4 months, start date June 1st)		
Business Unit	Client Group	Department/ Team	AXA IM the Netherlands Benelux Branch
Location	Amsterdam	Reports to	Local Marketing & Communications Manager
Job Purpose (1-2 sentences describing why the job exists)	We are looking for additional local marketing capacity to complement existing resources in the execution of marketing activity to institutional clients and fund buyers. Our objective is to continue to establish and solidify the position of AXA IM as preferred (foreign) investment partner for Dutch institutional investors and to increase the visibility of AXA IM among fund buyers by focussing on specific investment themes.		
Team Description	The team in Amsterdam consists of sales managers, client relationship managers and a marketing & communications manager (8 FTE in total). A “blue chip” position was established with winning high profile mandates. We achieved a stable asset base and platform for further growth in the Dutch market.		
Key Accountabilities			
<ul style="list-style-type: none"> • Organization and coordination of client events (speakers, invitations, logistics, catering...) with specific focus on a study trip to China • Support in the development and implementation of social media activities • Relationship with PR agency, coordination and preparation of interviews, media coverage, press clippings. • Sending of client communications (marketing docs, research & investment strategy, product...) • Maintenance and update of AXA IM Dutch website (content, banners, fund promotion campaigns, disclaimers...); Semi-annual and Annual statistics. • Selection of client gifts (merchandising for events, seminars...) • Media advertising planning; coordination with internal teams of advertising and design. • Assistance to Dutch sales team in adhoc sales projects • Attendance to conference calls, workshops and preparation of internal reports 			
Key Job Dimensions			
Financial Responsibility (e.g. budgets, turnover, targets)		People Management	
Responsibility for delivering projects on budget and updating the local marketing spreadsheet as relevant		NA	
Key Interfaces (internal and external people/organisations/committees)			
<u>Internal</u> <ul style="list-style-type: none"> • Dutch team • Corporate communications function – digital, design, media relations • Product specialist units • Compliance • Global marketing team 		<u>External</u> <ul style="list-style-type: none"> • Agencies as required • Event providers 	

Role Requirements

- Currently studying in the field of Economics, Business Administration (Marketing Management), Communications, Hospitality Management or Event Management.
- Dutch and English speaking, French welcome
- Excellent organisational and prioritisation skills
- Strong verbal and written communicating skills
- Experience in managing internal stakeholders
- Good creative skills
- Strong project management skills and a can do attitude
- Strong interest in investment matters
- Be a proactive, dynamic and highly client-focused self-starter
- Able to work independently yet as a proven team player
- Ability to work under high pressure and tight deadlines

Date	1-5-2018
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DISCLAIMER

The above job description is meant to describe the general nature work being performed; it is not intended to be constructed as an exhaustive list of all responsibilities, duties and detailed tasks required for the position. This Job Description does not state or imply that these are the only duties to be performed by the employee in this position. Employees will be required to follow other job-related instructions and to perform other job-related duties as necessary