

## **Job Description: Sales and Marketing Intern**

**Position:** Sales and Marketing Intern

**Location:** Kigali, Rwanda

**Type:** Internship

**Reports To:** Sales and Marketing Manager

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### **About the Company:**

We are a leading construction materials trading company in Rwanda dedicated to providing high-quality products to support the construction industry with a focus on delivering value and customer satisfaction. We seek a proactive and enthusiastic Sales and Marketing Intern to join our team and support our growth initiatives.

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### **Key Responsibilities**

- Assist the sales team in generating leads, preparing proposals, and following up with potential clients.
  - Conduct market analysis to identify new business opportunities, target customer segments, and emerging trends in the construction industry.
  - Maintain and update the customer database, track sales activities, and assist in managing client accounts.
  - Assist in creating marketing and sales materials, such as brochures, presentations, and flyers, to effectively communicate product offerings to potential customers.
  - Prepare regular sales and marketing reports, including tracking key metrics and performance indicators.
  - Provide general administrative support to the sales and marketing team as needed.
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### **Requirements**

- Completed a Bachelor's degree in Marketing, Business, or a related field.
  - Passion for developing a career in sales, marketing, or business development, with an eagerness to learn.
  - Strong verbal and written communication skills with the ability to interact with clients and team members professionally.
  - Basic understanding of market research and analysis techniques.
  - Ability to work well in a team while also taking initiative when required.
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## Benefits

- Gain practical experience in sales and marketing within the construction industry.
- Work closely with experienced professionals who will guide you throughout the internship.
- Build connections with industry professionals and clients.
- Potential for a full-time position based on performance and company needs.
- A monthly stipend is provided to cover expenses.

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## How to Apply

Interested candidates should apply through <https://my.talentmatch.rw/>. Application deadline is **Wednesday 23rd October, 2024**.