

IPSI d.o.o.

# Marketing and Administration Associate

Belgrade, Serbia

(paid internship with possibility of full time employment and flexible working hours)

We are seeking enthusiastic colleagues to join our team for new projects.

For that purpose we need associates to create and execute detailed marketing plans. The marketing plans should be based on the website and social networks.

Sales plans involve personally creating a network of commission sales.

Administrative activities include managing, scheduling, business controlling, and excel knowledge.

Candidates should have the following skills:

- Extrovert, strong communication skills, command of English
- Initiative, drive, independence and strong interest in product development and marketing

To apply, please email your CV and cover letter to [dusan.milutinovic@capinvestmanage.com](mailto:dusan.milutinovic@capinvestmanage.com)