

# INTERNSHIP PROGRAMME OPPORTUNITY

## MARKETING ASSISTANT

Windward & Leeward Brewery Limited prides itself on being a preferred employer. We are “People Engineers” operating the People Conveyor through the re-shaping and re-tooling of people. We, therefore in collaboration with Sir Arthur Lewis Community College actually seek Interns for our organization. We are looking for a dynamic candidate for the position of Marketing Assistant.

### Position Summary:

The incumbent will be responsible to provide administrative support to all Marketing Personnel

### DUTIES AND RESPONSIBILITIES:

- Follow up with all Stakeholders to assist with coordinating events/activities
- Ensure that all the necessary permissions are acquired; police permits, sound permits etc.
- To write up and coordinate vouchers
- To reconcile any invoices or matters outstanding
- To participate and adhere to safety, health and environmental policies of the Company.
- To undertake any other jobs assigned and when the need arises.

### Minimum Requirements:

- Final year student pursuing an Associate Degree in Office Administration/Business/Management Studies and also Business Studies Certificate
- Proficient in MS Office (Word, Excel, etc.)

### Key Competencies:

- Commitment to results
- Willingness to learn and apply effectively
- Accurate
- Initiative
- Team orientation
- Attention to detail
- Discipline
- Interpersonal skills
- Pro-active
- Confidential
- Well organized
- Ability to meet deadlines
- Good communication skills
- Excellent customer service.
- Pleasant telephone manners.
- Time management skills – uses time effectively.
- Knowledge of office equipment.
- Ability to multi-task.

### Interested candidates should apply to:

Office of the Vice Principal  
Sir Arthur Lewis Community College  
The Morne  
Castries



Closing date for applications is  
March 31st, 2018.

Only suitable applicants will be  
acknowledged

Must be eighteen years or older to  
apply

Email: [wblinternship@apps.salcc.edu.lc](mailto:wblinternship@apps.salcc.edu.lc)