

SUBJECT TO CONTRACT

JOB DESCRIPTION

Job Title: **INTERN**
Line Manager: **Account Director, UAE**
Location: **Abu Dhabi**
Reference: **J0901**

SCOPE

Professional Sports Group is a leading sports marketing company with offices in the UK and the UAE. We know sport. We know how it inspires passion, influences change, engages nations and wins business.

We have an exciting six month opportunity with the potential for a full time role for an ambitious graduate to work across our marketing and event accounts in the UAE.

Our existing team is made up of dynamic and resourceful individuals who work across a broad range of disciplines and departments, including Athlete Representation, Brand Consulting, PR, Communications, Sponsorship, Golf, Tourism and Events. All our staff are can-do people that go the extra mile for our clients to deliver on objectives. Our talent defines our business and we are committed to developing each employee to be the best they can be.

For more information see www.profsports.com

JOB PURPOSE

- Provide marketing, social media and sales support to the team, including:
 - Support account / project delivery to UAE marketing team
 - Market research
 - Assisting in preparation of high specification sales proposals/pitches and sales materials
 - Assisting with the internal sales process follow up and meeting arrangements
- Provide support to event team, including:
 - Assisting with pre-event planning
 - Assisting in event delivery including logistics and activation management
 - Research and report on industry sector events / activities / trends

EXPERIENCE / SKILLS

- Educated to degree standard; (ideally business, sport or communications related)
- Fluent in English and Arabic; both written and verbal essential
- Ability to service multiple clients and stakeholders
- Strong attention to detail
- Strong organisation and time management skills
- Ability to work as a team and on own initiative
- Proficient in Microsoft office with the ability to design and create presentations on PowerPoint
- Relevant internship experience is preferable with some experience working in an office environment

- Ability to work in a fast-paced and deadline-oriented environment
- A passion for sport is key!

Start date: ASAP – 6 month contract

Salary: Competitive inc VISA

Applications: Please send your CV and a covering letter to careers@profsports.com