

## JOB DESCRIPTION

Job Title: **RESEARCH EXECUTIVE / INTERN - BUSINESS DEVELOPMENT**  
Line Managers: **General Manager - Abu Dhabi**  
Location: **Abu Dhabi, UAE**

### SCOPE

---

Professional Sports Group is one of the leading sports marketing companies in Europe and the Middle East. We know sport. We know how it inspires passion, influences change, engages nations and wins business.

We have a requirement for an intern research and sales role to assist the Abu Dhabi team (for approx. 4 to 6 months) in areas of business development. If you want to work alongside the most driven, fun and energetic people in the sports business - and work with the best brands, sports bodies, events and athletes - then this role may be for you.

### JOB PURPOSE

---

- Provide marketing and sales support to the team (both Abu Dhabi and UK as required)
- Research and compile sponsor / partners target lists for team members and CEO
- Maintain PSG database for communicating details of new approaches and opportunities
- Assist in the preparation of high specification sales proposals / pitches and sales materials
- Assist with the internal sales process follow up and meeting arrangements
- Create, manage and maintain prospects lists and databases
- Research and report on industry sector events / activities / trends
- Assist in the planning and execution of sales related processes

### EXPERIENCE REQUIREMENTS

---

- Excellent written and verbal communication skills
- Ability to work as a team and on own initiative
- Attention to detail and accuracy is essential
- 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 desirable!

**START DATE - ASAP**

**SALARY - Competitive**

**Applications:** Please send your CV and a covering letter to Leanne Whyte (careers@profsports.com)