

Startup Bangladesh Limited

Bangladesh Computer Council
Information and Communication Technology Division
Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212
www.startupbangladesh.vc | info@startupbangladeshvc.gov.bd

INTERNSHIP OPPORTUNITY

Position: Intern-Marketing (1)

Report to: Marketing Manager

Principal Role/Accountabilities

- Support to research and analysis of market and industry trends in order to proactively identify high-potential marketing programs to promote the company & ecosystem
- Assist the team in developing and improving company's overall marketing programs
- Execute digital marketing strategies for the company
- Research on relevant industry & write-ups to promote overall startup eco-system
- Deliver & write quality content to keep up with the market standards
- Support in preparing new Marketing & Partnership presentations as necessary
- Support in preparation of meeting minutes and presentations for internal and external use
- Support in partners, startup communication and follow-up activities
- Logistical support to organize meetings, webinars and calls with startups, partners or investment programs.
- Active collaboration with Startup Bangladesh Limited team and provide support as necessary

Requirements:

- Undergraduate or graduate in Marketing, Communication or in a comparable discipline from a reputable institute
- Experience in data collection, analyse and reporting
- Preparing meeting notes and reports
- Good presentation and communication skill
- Experience of startup events, engagement and webinar sessions.
- Design & Develop designs for social media, Video editing experience preferred
- Efficient in using MS office tools, specially in MS word, MS excel & MS PowerPoint
- Volunteer or professional experience in organizing seminars, events is a plus
- Willing to work in a highly demanding and result-oriented environment
- Knowledge on Bangladesh Startup Ecosystem is a plus
- Strong attention to details and ability to prioritize
- Professional attitude, intellectual curiosity, good team player
- Strong Interpersonal Skills
- Strong English & Bangla communication skills – both written and oral

Location: Dhaka, Bangladesh

Remuneration: BDT 10,000 per month

Application Procedure:

- (1) Interested candidates may apply with detailed Curriculum-Vitae along with a cover letter to the email address: career@startupbangladeshvc.gov.bd by 31/07/2022 mentioning the subject as 'Application for the position of Intern-Marketing'.
- (2) Only short-listed candidates will be called for interviews.
- (3) The authority of Startup Bangladesh Limited reserves the right to cancel any or all applications without assigning reasons whatsoever.

Date: July 06, 2022

Memo: 56.07.0000.002.11.010.21-412

Sami Ahmed
Managing Director