



## INTERNS PROGRAM

### Digital marketing officer for 3 months

This is an excellent opportunity to work in an award winning translations company in Melbourne, Australia.

The successful candidate will be a confident English speaker, with a professional attitude to service, and an entrepreneurial spirit. Excellent communication skills are necessary along with an eye for detail, and a high level of linguistic skill.

The role will consist in supporting the Translator Liaison and will involve:

- Updating and managing the database of our website in a daily basis.
- Managing social media tools such as Facebook, Twitter, LinkedIn, Instagram and many more.
- Working closely with the Marketing team to support our marketing activities.
- Writing interesting blogs and updating them to our blog page accordingly.
- Analysing the traffic of our website (Google Analytical) frequently

To apply for this position, please provide a cover letter and resume addressed to Human Resource department and submit via email to: [hr@beyondtranslation.com.au](mailto:hr@beyondtranslation.com.au)