

MDPI Communicatons & Marketing Internship, 6 Months (100%) – Support Open Access Publishing – in Belgrade

About MDPI

MDPI (www.mdpi.com) is an academic open access publisher based in Basel, Switzerland, founded initially to collect and preserve rare chemical research samples in 1996. To promote the samples collection, MDPI started the free electronic journal *Molecules* that same year. Since 1996, MDPI has grown into a publishing house with over 160 diverse open access journals with offices in Beijing and Wuhan (China), Barcelona and Belgrade.

We are looking for a young, dynamic and proactive person to join our team as **Communications & Marketing Intern** in our Belgrade office, with an option to a permanent (full-time) position as Communications & Marketing Specialist after the internship.

Your Challenge

- Supporting Communications & Marketing Manager in workflow supervision and process management and conference sponsorship arrangements
- Ordering promotion material for scientific conferences and coordinate shipping
- Coordinating Editor-in-Chief travel grant process
- Maintaining and coordinating stakeholder direct mailings
- Uploading advertisements and media partnerships banners on www.mdpi.com
- Supporting the MDPI institutional membership program
- Analyzing and monitoring user traffic
- Administrative and ad-hoc duties

Your Experience and Skills

- Completed university degree in a relevant subject, such as communications, marketing, journalism, public relations, business, or related field
- Work experience in communications or marketing related activities a plus
- Strong English language skills required
- Accuracy and attention to detail
- Being able to coordinate multiple projects simultaneously
- Ability to work to tight deadlines
- Excellent time management and organizational skills

Please send your application by e-mail to jobs@mdpi.com.