



MICHAEL FAITH CONSULTANTS

MARKETING AND COMMUNICATIONS INTERN

JOB DESCRIPTION

ABOUT MFC: Michael Faith Consultants Group, or MFC, is a Singapore-based advisory and consultancy group of firms that specialise in providing a wide repertoire of comprehensive corporate and management consultancy services to individuals as well as corporate organisations ever since our establishment in 1997.

As one of Singapore's trusted professional services firms with a global outreach to clients of such diverse industries, we can offer our interns opportunities for wide exposure, cross-cultural and inter-disciplinary work to give you a head start towards making your mark in the ever-challenging business environment of today and the future.

POSITION: Marketing and Communications Intern

DESCRIPTION: MFC seeks a dynamic, self-motivated Intern to assist in a wide variety of marketing and communications activities. This internship is an excellent opportunity for an aspiring Marcom professional looking to build a career in the corporate world equipped with a multitude of experiences across businesses and functions.

RESPONSIBILITIES:

- **General Marketing Duties**
 - Assist in developing marketing collateral including but not limiting to flyers, corporate kits, marketing folders, style guides, digital collateral etc
 - Maintain and update the company's website
- **Events**
 - Assist in planning calendar of events
 - Coordinate and lead logistical tasks for corporate events such as catering arrangements, speaker arrangements, venue set-ups and more
 - Assist in development of marketing collateral for events
 - Assist in marketing and analytics tracking for the marketing of the events
- **Digital Marketing**
 - Assist in planning and developing marketing calendar
 - Brainstorm ideas for new and innovative digital marketing campaigns
 - Assist in content development for various digital marketing channels
 - Assist in the acquisition, building and management of distribution lists and channels
 - Monitor website and digital marketing campaign analytics, provide reports, and make recommendations to increase engagement
- **Social Media**
 - Assist in setting up and maintaining the Company's social media presence on various platforms in the social media space
 - Assist in planning social media update schedule and content development



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- Brainstorm ideas for new and innovative social media campaigns
- Monitor social media on a weekly basis, provide reports, and make recommendations to increase engagement

REQUIREMENTS:

- Excellent communicator in both verbal and written communication skills
- Good understanding of available tools and platforms in the digital and social media marketing space
- High computer literacy; must be proficient in all Microsoft Office; knowledge and experience in web design, image editing, and other design software highly desired.
- Self-motivated individual who can both work well in a team as well as independently
- Eye for detail, ability to prioritize and meet deadlines, good organizational skills

HOURS: 9am to 6pm, Mondays to Fridays

LOCATION: CBD Area, walking distance from Raffles Place MRT Station

DURATION: 3 to 6 months commitment

TO APPLY: Please send resume and cover letter to jacqueline@mfc.com.sg