

About BMI Executive Institute

For more than two decades, BMI Executive Institute has been developing high-level managers and entrepreneurs capable of leading organizations worldwide. Based in more than 30 countries, they represent all modern industries. More than 90% of participants are top and senior managers, many sit on boards, and a good number are founders of businesses of their own.

BMI Executive Institute was founded in Lithuania by 4 institutions of higher learning – HEC Paris school of management (France), Louvain School of Management (Belgium), NHH Norwegian School of Economics, and Vytautas Magnus University. Since 2020, BMI and Louvain School of Management have co-organized an Executive MBA programme in Brussels too, where a third cohort is now forming.

About the role

We are seeking a Marketing Intern **in Vilnius** for a **hybrid position**, requiring at least 2 days in the office. This position is perfect for those who see marketing as their future career path and are keen to gain valuable work experience. Full-time or part-time position for **3-6 months**.

To apply, please send your CV to diana.gj@bmiinstitute.com

Join the circle! Embark on an exciting journey of growth.

Key responsibilities:

- Creating simple layouts using the Canva program (certificates, visuals for events communication, posts on social networks, etc.).
- Creating short videos (feedback from program participants, introductory videos, etc.).
- Assisting with event preparation.
- Working with the website's content management system - uploading prepared texts, photos, and other minor content changes if required.
- Working with the customer database: data aggregation, assistance with preparing statistics, etc.
- Assisting with managing social media accounts.
- Other tasks.

We expect you to:

- Be proficient in English (both oral and written).
- Possess computer literacy, particularly in MS Office.
- Demonstrate curiosity, proactivity, and an outgoing personality with a can-do attitude, capable of working independently and in a team.
- Have design and video-making skills (an advantage).
- Have experience working with client databases (an advantage).
- Possess analytical skills.

We offer:

- Professional growth: internal/external training, digital courses, conferences, books - everything you need to deepen your marketing knowledge.
- The opportunity to contribute to the development and implementation of the company's marketing action plan.
- You will be able to work both from home and in the center of Vilnius.

- Health insurance after a successful internship (if you continue to work).
- An excellent company culture and friendly colleagues who are always willing to help and advice.

Same you. Only sharper.