



Position Description

Student:

University: University of California-Davis

Internship Site: WorldWork

Internship Field: Business

Company Profile:

WorldWork designs and supplies learning and development tools that improve individual and team efficiency, particularly when people are working in a global setting. Our products are developed using the most leading edge innovations about how adults learn best.

WorldWork aims to promote the success of individuals and organizations that need to work across boundaries including, for example, those that arise from cultural, professional and age differences. We seek to do this by providing products that promote learning and increased self-awareness in order to develop the knowledge, skills and attitudes required for working in a modern global setting.

What does the role involve?

1. To provide administrative support and perform activities to help build and maintain the Company's ability to win business and communicate with clients, potential clients and suppliers through the use of the CRM system and other online services.
2. To carry out research projects and develop and increase knowledge about intercultural / international competencies.

What support will I be given?

Induction explaining about WorldWork and what it does, and also to ensure health and safety. Guidance and training for the activities that will be undertaken during internship.

What benefits can I expect to gain from the experience?

1. Understanding and ability to maintain a CRM system and business processes to support Company's sales and marketing activities
2. Learn how to manage and use other online services and platforms
3. Ability to provide technical support to help customers
4. Skills for event planning
5. Communications skills across face to face and digital platforms

What skills or experience do I need?

1. Good familiarity with social media platforms
2. Creative writing or photography skills
3. Analytical mind
4. Strong communication skills
5. Interest in different cultures is a bonus

Dress Code: Smart Casual

Office Hours: 9.00 - 17.00

Website: <http://www.worldwork.biz/>