

Business Media International



Employer:	Business Media International Sdn Bhd
Internship Position:	Sales and Marketing Intern
Industry:	Professional Business Services/Digital & Print Media
Duration:	June to Aug 2025 (3 months)
Placement Location:	Malaysia
Internship Mode:	Physical
Job Code:	A152
Company Website:	https://businessmedia.asia/

Business Media International is a **business enabler and growth partner**, with a focused portfolio of exhibitions, conferences, awards, digital and print media, business media and networking events that helps businesses in multiple sectors better understand their businesses, make better decisions, promote their businesses, and partner with them to grow their businesses.

Job Description

- Assist and support salesperson on document preparation
- Answer and follow up on all phone call and client enquiries
- Update and manage customer database and documentation
- Track progress and report to team leader or Sales Manager
- Prepare source data for computer entry by compiling and sorting sales team data
- Support sales and marketing activities and events

Related Disciplines

- MM, AF, LMS

Language Requirements:

- Proficiency in Spoken and Written English

Other Requirements

- Good organizational and interpersonal skills
- Positive attitude