

<p>Student Eligibility requirements</p>	<p><b>CRM Intern</b></p> <p>We are seeking a <b>proactive and detail-oriented</b> Customer Relationship Management (CRM) Intern to join our team. This role offers the opportunity to support our CRM initiatives, ensuring smooth database operations and maintaining accurate customer data. <b>The ideal candidate will have a background in database concepts, and excellent organizational skills.</b></p> <ul style="list-style-type: none"> <li>- <b>Must be available to work from 8 PM Manila time for 8 hours from Tuesday to Friday and from 5 PM on Saturday for 5 hours. Days off are Sunday and Monday.</b></li> <li>- The work schedule for this position depends on the operational hours in Europe, resulting in varying work timings. However, to ensure proper planning and work-life balance, the schedule will be provided at least one week in advance. This arrangement allows for flexibility and preparation, accommodating the differing time zones and ensuring seamless collaboration with our European counterparts.</li> <li>- You must have your own laptop or PC, not a tablet or mobile phone, that can connect to the internet. The internet speed must be sufficient to handle online meetings. Additionally, you must have a mobile phone that can install apps like WhatsApp, Viber, and Telegram.</li> <li>- Background in database concepts and operations.</li> <li>- Proficient in using Google Sheets or Excel for data management and analysis.</li> <li>- Currently pursuing a degree in IT, Database, or a related field, or an equivalent portfolio of work.</li> <li>- Creative thinker with attention to detail.</li> <li>- Ability to work independently and meet deadlines.</li> <li>- <b>Ability to work independently with minimal supervision and meet deadlines.</b></li> </ul>
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<p>Tasks to be Done</p>	<ul style="list-style-type: none"> <li>- Assist in the management and maintenance of the CRM database.</li> <li>- Assist in the conceptualization and implementation of design solutions from concept to completion.</li> <li>- Perform data entry and ensure data accuracy and integrity within the CRM system.</li> <li>- Generate and analyze reports using Google Sheets or Excel.</li> <li>- Support the CRM team in the development and implementation of customer relationship strategies.</li> <li>- Troubleshoot and resolve any CRM-related issues.</li> <li>- Collaborate with the development team to create and implement web solutions.</li> <li>- Manage and prioritize multiple projects within design specifications and budget restrictions.</li> <li>- <b>Participate in team meetings and brainstorming sessions.</b></li> </ul>
<p>Other Provisions</p>	<ul style="list-style-type: none"> <li>- E-Certificate of Completion (to be sent through email)</li> <li>- Accomplished Performance Evaluation (to be sent through email)</li> <li>- The company can be cited as part of the student's CV for work experience or as a character reference.</li> </ul>
<p>About the Company</p>	<p>We're a company rooted in the UK, with operations extending to the Philippines. Our expertise lies in managing and maintaining properties throughout the Philippine region.</p>