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# Example of Project Management Internship Job Description

Our company is searching for experienced candidates for the position of project management internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management internship

* Learn how Project Management functions in a cross discipline marketing and advertising department by shadowing and assisting Project Managers with daily tasks and procedures
* Learn about marketing and advertising life cycles by helping organize and facilitate live projects
* Attend creative status meetings and learn how project management and the creative team map how to effectively execute a time sensitive project
* Learn how a global company creates and implements a Global Seasonal Campaign
* Work on translation projects from the beginning to the end
* Look for corresponding linguists in the data base
* Negotiate with freelance translators and proofreaders
* Prepare job folders and files for translation
* Issue POs for linguists
* Ensure deadlines are met with the linguists according to projects

## Qualifications for project management internship

* Current College Student (IT, Computer Science or Engineering preferred)
* Strong quantitative and analytical and project management skills
* Excellent analytical, troubleshooting and communication (verbal and written) skills
* New graduate or near-graduate in statistics
* A knowledge of English, even basic, is preferable
* Interest in Production, Project Management, Marketing, Advertising, Fashion