Are you the right person for EMG and FindCourses PRO?

Educations.com Media Group (EMG) operates market leading e-services for finding education and corporate training. Our websites are used by more than 2 million people every month, and the number of visitors is growing rapidly. Today we have a local presence in Sweden, Norway, Denmark, Finland, Germany, France, Russia, the Netherlands and the UK. EMG has over 100 employees working towards our vision of helping everyone in the world find the right course and education. We are a privately owned company by our five founders and Antonia Ax:son Johnson from the Axel Johnson Group.

FindCourses PRO AB is a part of EMG. Unlike our usual business (where EMG runs public portals for education and professional training), PRO runs tailor-made portals with global bookings of professional training to specific companies such as Volvo, Swedish Match and Rejlers. Today we are a small core team of two, but we use resources (personnel and technical) from EMG. PRO is highly prioritized within EMG and the board consists of one of the EMG founders, the owners of FindCourses Global AB and the CEO of PRO.

Business management internship
You will be an important member of our PRO team. You will be based at the EMG headquarters in central Stockholm and from day one you will have a full insight in the operations of PRO. Depending of your background and skills, **you will mainly work with sales or marketing.** Working beside the CEO of PRO your internship experiences will consist of:

- Project: Upstart of sales to the public sector, or Project: Develop marketing activities
- Participate at board meetings and management meetings
- Support in the development of strategic plans for the business
- Take responsibility over development of presentation material and documents
- Support, administration and coordination of clients course bookings
- Be a part of the team and attend at the daily operation with internal and external meetings
- Take own initiatives and responsibility for your job tasks and what your time here will be like
- Coaching and constant feedback from your manager

Will you be successful? Skills and qualifications:

- You are educated to a master degree level or enrolled in a master program today
- You speak English and Swedish fluently. Other languages are meritorious
- You are skilled in MS Office and comfortable working with computer and phone
- You are structured in your work and an easy learner
- You have excellent communication skills and excel when interacting with people

To be successful in this role at PRO you must be a high performer with an “*If I do not know this today, I will work hard to know this tomorrow*” mindset. We are looking for a person that is ambitious and think fun at work is crucial. A positive attitude towards your co-workers is a must. You like and enjoy the challenge of working in a changing environment. You are able to work well under pressure without letting go of the quality of your work. You are not afraid of hard work and to get your hands dirty. You know how to meet deadlines and manage your time effectively.

Welcome to the PRO-team! /Fredrik Edborg, CEO, FindCourses PRO AB
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