



Communications Intern

J-Palm Liberia is a Monrovia-based startup company that manufactures health and beauty products from palm kernels. We currently have a vacancy for a **Communications Intern**.

The Communications Intern will work closely with the Sales and Marketing team to communicate with customers, Sales Reps, and partners.

Key responsibilities

- Receive, process and work with motorcycle delivery agent to accurately dispatch customer orders
- Collect and document feedback, suggestions, and complaints from customers and forward to appropriate staff
- Communicate daily with Sales Reps on the field (via phone calls and text), and provide assistance in processing orders from Sales Reps
- Manage communications with customers through all of the company's social media channels
- Create content for company's website and social media platforms
- Work with J-Palm Liberia media team to create innovative, fun and educational videos for our social media channels

Qualifications

- Minimum of a high school degree
- Excellent written and oral communications skills
- Excellent customer service skills
- Strong work ethic, and willingness to learn
- Ability to track and follow through on tasks and deliverables
- Strong communication skills, and ability to communicate effectively across teams

How to Apply

Write a short essay detailing your career choice, why you would like to pursue your chosen career, and what steps you need to take to achieve your goal. Email your essay to jpalmliberia@gmail.com. Interviews will be scheduled on a first come, first served basis, so send in your application as soon as possible.

Deadline: **June 21, 2018 at midnight**