



MACQUARIE

Marketing Intern: Macquarie Capital – Business Development (Sydney)

There is a unique opportunity to join the Macquarie Capital's Business Development team in Sydney as a Marketing Intern over 2009/2010 summer vacation period.

Macquarie Capital, one of Macquarie Group's five operating groups, incorporates corporate advisory, equity underwriting (Macquarie Capital Advisers) and specialised funds management businesses (Macquarie Capital Funds). The global Business Development team is seeking to recruit a talented and driven individual, eager to join to their team in Sydney to learn about marketing in financial services.

The Business Development team works across all industry sectors on a range of transactions, managing the development of a high volume of quality tender and pitch documents, presentations and marketing collateral such as brochures and credentials. In this role you will enjoy a great deal of variety in supporting senior members of the team on priority projects.

Your key responsibilities will include:

- Coordinating client requests for documents and templates
- Assisting with the production of pitch documents and marketing collateral (writing, proofreading, project management)
- General administrative duties

To be successful in this role, you will ideally:

- Be in your penultimate year of study in business/finance, marketing or communications
- Have strong written, verbal and visual communication skills with outstanding attention to detail
- Have excellent project management skills, a flexible approach and the ability to cope with multiple deadlines
- Be able to demonstrate a keen sense of customer service
- Possess a genuine desire to learn
- Demonstrate strong Word, PowerPoint and Excel skills

To apply, please visit our website at: Macquarie.com/careers

Job reference no: 585387