



Marketing & Communications Assistant

Milan, November 2020

Role overview

We are looking for a motivated and enthusiastic young individual, with technical, organisational and communication skills. The successful candidate will have the ability to work closely and collaboratively with Mkt & Comms manager within DUAL Italia in Milan but also to collaborate with our International Marketing Team based in London. The individual will join our energetic, fast paced, dynamic insurance company on a full time internship, five days a week, with the real possibility of joining us permanently.

Role responsibilities

- Basic design, edit and maintain documentation within agreed template framework
- Assist with the development and implementation of marketing strategies for new and existing products and campaigns
- Assist in the development of DUAL website
- Assist in the development of all external digital communications: email marketing, videos, advertising, social media, etc
- Assist in the creating internal and external events – including all communications, and pre and post event strategies
- Development of marketing reporting framework
- Assist the business with the implementation of the DUAL brand, ensuring it is applied effectively and consistently across the teams

Key requirements

- Fluent English
- Technical skills: InDesign, Photoshop, Microsoft package (especially Word and PowerPoint)
- Fundamentals of SEO analysis
- Fundamentals of video design and animation
- Self-motivated and delivery focused
- Proactive and able to use initiative to deliver imaginative solutions

About DUAL

With market-leading market presence in 16 countries, we're a truly global organisation. But our real strength lies in our local teams, whose knowledge of their market helps them better understand and meet our clients' needs. We believe that our success is built on creating and delivering the right products to the right people. In fact, ever since DUAL was founded in 1998, we have focused on one thing. Being the best underwriting business we can be. Specialist underwriting is at the core of our business and it's this which has built our reputation as a strong and expert strategic partner for our intermediaries and capacity providers.

DUAL is part of the Hyperion Group, an international insurance group with employee ownership at its heart. Hyperion was founded in 1994, operates in 40 territories and employs over 5,000 people handling US\$7bn of premium on behalf of clients.

What do we offer in return?

A paid internship, for starting, in a dynamic and challenging company based in Milan but constantly connected with colleagues across the world. We offer a job where everyone has a voice and is encouraged to play a part towards our sustainability goals. We want people who want to make a difference - not just in the workplace, but in the industry and in the wider community.

Our culture: People First

Our core values dictate how we live and work. We are a group with independence and people at its heart and we are a home for talent with a unique culture. The focus on being a People First business has always been at the very heart of the Group. Our vision was to create an independent business with a unique culture and one that would survive and thrive as a business controlled by the people working for it. And finding the most talented and entrepreneurial people to join the Group has been and will continue to be key.

Diversity & Inclusion

At DUAL we consider our people our chief competitive advantage and as such we treat colleagues, candidates, clients, and business partners with equality, fairness and respect, regardless of their age, disability, race, religion or belief, gender, sexual orientation, marital status or family circumstances.