

Paid Operations and Marketing Trainee at Vikand

FULL TIME | SWEDISH-AMERICAN CHAMBERS OF COMMERCE | UNITED STATES

Posted On 05/13/2019

Job Information

Client Name

Vikand

Host company homepage

<https://vikand.com/>

Duration of training period

12 months

Start Date

July/August

Compensation

Stipend of \$2,000/month

Location

Fort Lauderdale, Florida

Application Deadline

06/16/2019

Contact Person

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APPLY THROUGH: <https://sacc-usa.org/trainee/positions/us/>

About the host company

Named for the Swedish expression “vi kan” or “we can,” VIKAND was founded to address a growing need for a comprehensive outsourced maritime medical service provider. VIKAND provides medical service solutions to 170+ cruise vessels, impacting 14,000,000 guests and 120,000 crew globally annually as well as numerous other maritime and remote industry clients worldwide.

The VIKAND team has a depth of experience in the maritime industry, both onboard ship, and shore-side, ensuring that they understand the complexities of a shipboard medical operation and air quality issues. The VIKAND team are continually innovating, researching and partnering to bring the most advanced, cutting-edge technology to meet their clients' healthcare and hygiene needs. VIKAND Medical Solutions tailors each medical operations solution to meet the clients' unique needs and alleviates the dependence on myriad vendors. Each client solution is comprehensive and creates consistency in protocol while streamlining procedures. VIKAND Technology Solutions offers a patented, FDA approved technology unmatched in its capacity to remove bacteria and viruses, mold, odors and VOCs.

Job Description

The trainee will assist with the development, planning and implementation of new projects as well as assist with various operational day-to-day functions.

ESSENTIAL DUTIES AND TASKS:

Assist with

- Various, operational day-to-day functions
- Corporate and Human Resource administration
- Project management
- Company social media and public relations initiatives
- Marketing analysis and research
- Support client relationships and business development
- The writing and development of company standard operating policies and procedures
- Record keeping from meetings and ongoing company activities
- Organizing company activities, event planning and participation etc
- Other duties, as required

PROFESSIONAL DEVELOPMENT:

- Augment professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and benchmarking state of the art practices

WORK ENVIRONMENT:

- Office based
- Some off-site client visits required
- Some domestic travel required

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel. Also, required to talk and hear
- The employee is frequently required to reach with hands and arms
- The employee is occasionally required to stand; walk; climb or balance; stoop, kneel or crouch
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus

Required Skills

BA with 1+ year of work experience during, before, or after BA

Having lived abroad is a plus

Strong English language skills a must

J-1 Visa Eligible (see: <https://sacc-usa.org/trainee/for-trainees/requirements-costs-areas-of-training/>)