

PATA Intern Associate Programme – Defined Tasks

Membership

- Database Management
- Sales and Customer Service
- Telemarketing
- Membership Collateral
- Administration

Event Management

- Registration Management
- Database
- Sales
- Invoicing and Receipts
- On-site preparation (Badges, printing)
- Event Marketing

Photography and Videography

- Video Editing
- Photo Editing
- Video Production
- Video shooting
- Photo shooting
- After effect or motion editing

Marketing and Communications

- Website Design
- Website Content
- Social Media
- Copywriting
- Press Release
- Public Relations
- Graphic Design

Research and Insights

- Collect Data
- Input Data
- Copywriting for short weekly news
- Research

Human Capital Development

- Research
- Copywriting
- Event Marketing
- Database

Corporate Social Responsibility

- Event Coordination
- Event Marketing
- Research
- Copywriting
- Data entry