

Internship Program

Field of Work eg finance, IT etc	Marketing / Administrative
City	Camps Bay, Cape Town
Company Name	Leaping Frog

Branches	1
No of Employees	2
Street Address	15 Argyle Road Camps Bay
PO BOX	21605
ZIP	8008
Location (Area)	Kloof Street
Phone	+27214382463
Fax	+866261636
Web	www.leapingfrog.co.za

Contact Person (Mr/Mrs)	Ms Alma Horn
Position	Managing Director
Phone	+27214382463
Mobile	+27836289105
Email	alma@leapingfrog.co.za

Minimum Duration ?	3 – 6 months
Maximum Duration ?	6 months – 1 year
Best time of the year	N/A
Any Payment	None
Required Language Knowledge	English
Dress Code	Casual (smart casual for meetings once a week)
Working Hours are (more or less)	9 – 2 or 3.30 (depending)
Catering offered	Tea time refreshments
Own Car necessary?	Not for office hours
Accommodation offered?	No
Thesis possibilities for senior students?	No

Short description of the Company	<p>Leaping Frog is about design, advertising, marketing. About branding. Over a decade ago I, Alma Horn, embarked on a journey of discovery and delivery of my graphic creations to client brands. It is a journey I am still on to this day — a journey without end, as I keep moving the boundaries for myself, my team, Leaping Frog and clients.</p> <p>The discovery entails a concerted, creative effort at finding new horizons for both Leaping Frog and clients. The delivery is to ensure that every client receives value from our design, advertising and marketing efforts, and thrives in the space and environment their brands venture into. Leaping Frog started with the simple philosophy of branding product and service delivery. The fact that we are thriving is testament to our effectiveness at living that philosophy.</p>
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Short description of the Internship and tasks offered Option 1 Option 2 etc	<p>We have taken on the recruitment and database management for 3 major community services in the city and need staff to manage the following:</p> <ul style="list-style-type: none"> - recruitment campaign (incl new members recruitment contacts) - database management (Excell) - email campaign management - website and blog management - photo gallery management
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Required Qualifications or Skills	Moderate Writing Skills
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	Basic Excel, Mail and Word Mac OS X Good understanding of the internet
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