Communications Intern (IDX: 2024-00046)

あなたの仕事内容

You'll join a lean but dynamic team focused on delivering the company's communications and branding objectives, through a wide range of projects which cover:

• Internal Publicity: Developing communication materials, such as newsletter articles, all-staff emails, and presentations, to engage and inform employees.

• Corporate Branding: Support the promotion of the company brand, both internally and externally.

• Events Management: Contributing to the planning and execution of company events, by liaising with internal stakeholders and external partners, and providing logistical support.

• External Communications: Assisting with article contributions, press interviews, media clippings and preparation of briefings.

• Administrative Tasks: Organizing meetings, preparation of presentations, document archiving and stock inventory.

あなたのプロフィール

Good command of English, both written and spoken
Familiarity with Powerpoint and putting together impactful presentations

- Basic photography and videography skills

- A flair for creative writing, copywriting, and content creation is an added bonus

オファー

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ジョブID **REF19620W**

業務分野 コミュニケーション

勤務地 シンガポール

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