

Communications Intern (IDX: 2024-00046)

工作职责

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.

你的档案

- 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

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职位号码

REF19620W

工作职能

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