

Steele & Holt

CONVICTION – COMMUNICATION – REPUTATION

LOOKING FOR AN INTERN IN CORPORATE COMMUNICATIONS

An independent Paris-based consultancy firm specialising in corporate communications, STEELE & HOLT accompanies its clients in their communication issues in France and abroad, in various sectors, in particular finance. A fast growing company, STEELE & HOLT is looking for an intern with excellent English and advanced level in French to support the team specialised in Finance ideally for a period of minimum 6 months beginning end of December 2017 / start of 2018.

The intern's duties will be:

- Preparation of daily press review,
- Quantitative and qualitative analysis of press cuttings,
- Organisation of press conferences,
- Preparation and translation of press releases,
- Research and competitive monitoring.
- The intern will also be involved in the development of the agency in preparing for responses to call for tenders.

Requirements:

- Bachelor Degree or currently an undergraduate
- Fluent in French, English mother tongue
- Interested in the business and economic environment
- Excellent relationship skills
- Entrepreneurial-minded
- Excellent writing skills

Compensation

- Salary : €546 par month
- Full reimbursement of Paris transport card
- Meal tickets worth €180 each month (can be used to buy lunch, for personal food shopping and also in restaurants)
- Flexibility on days off during holidays and remote working

Contact & information:

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