

# 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, geo-politics and industry. A fast growing company, STEELE & HOLT is looking for an intern with excellent English and advanced level in French to support the team ideally for a period of minimum 6 months beginning July or mid-July 2019 (with 2 weeks off in August).

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: around €600 per 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

**Contacts & information:**

**Claire Guermond, senior consultant AND Dominic Riding, senior consultant**

**[dominic@steeleandholt.com](mailto:dominic@steeleandholt.com)**

**[claire@steeleandholt.com](mailto:claire@steeleandholt.com)**