

## Education Marketing Assistent School Internship Estée Lauder Companies

Benelux

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Company: Estée Lauder Companies

Location: Machelen

Category: other-general

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**THE ESTÉE LAUDER COMPANIES BENELUX**

**#BePartOfSomethingExciting #BeneluxInternships**

At The Estée Lauder Companies we work with amazing brands... Estée Lauder, Clinique, M.A.C. Cosmetics, La Mer, Bobbi Brown, Jo Malone London, Darphin, Aveda, Smashbox, Origins, Tom Ford, Bumble & Bumble, Glamglow, Le Labo Fragrances,...

Estée Lauder Companies offers student internships throughout the entire year...

### **What can you expect from an Internship at the Education Department?**

Communication and translation

- Translate new training content (e-learning content, Word files, PowerPoints, ...)

- Communicate education updates in the monthly company newsletter

- Reply to emails from the sales team and perfumeries through the education mailbox

Administration and support

- Follow up on training attendees/viewers (Excel)

- Upload and compare e-learning content on the digital platforms of the brands

- Take active part in the organization of education projects, such as in-house trainings

and trainings on location

Follow up on training tools and materials (handouts, invitations, confirmations, manuals, folders, ...)

Support the team in analyzing the education business per brand and per retailer

### Creativity

Prepare the new training season in collaboration with the team (training theme, visuals, presentations, printed material, ...)

Prepare gift boxes

Create attractive PowerPoint presentations with best practices, important data, ...

### **KEY COMPETENCES**

Communication: excellent written and spoken language skills (Dutch and English – good knowledge of French is a plus)

Knowledge of Excel

Creative thinking

Time management

Analytical skills

### Qualifications

Student status / internship under school contract (Master or Bachelor) à Preferred study orientation: Office Management

Fluency in English and Dutch is required

Availability for a minimum of 12 weeks

### **Application procedure:**

Apply online on our job-portal

Attach your CV

Attach a motivational letter why you want to work for Estée Lauder Companies

Clearly mention the start-date + duration of your internship

Job: Education / Training

Primary Location: BE-VBR-Diegem

Job Type: Standard

Schedule: Full-time

Shift: 1st (Day) Shift

Job Number: 205443

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