

Training & Press Coordinator Intern - July 2024

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Company: Guerlain

Location: Belgium

Category: other-general

Position

Based in the Brussels office, you will be joining our **Training & PR department** on the following missions:

KEY ACTIVITIES :

TRAINING: MAIN RESPONSIBILITIES

Offer support for the organization of trainings and events (location, invitation, decoration, inscriptions, catering...)

Hotel/train/dinner reservations

Translation and lay-out of presentations

Management meeting: organization and preparation of the Guerlain Room

Maintain our Be Guerlain App

PR: MAIN RESPONSIBILITIES

Assist the PR Team in daily tasks

Follow up on requests from journalists, ensuring requests answered promptly and efficiently

Adaptation and sending of PR newsletters and press kits

Follow up on PR orders and shipments, stock management

Support the PR Manager with the organization of press conferences and events

Support the team with reports / clippings / coverage updates / presentations etc

Assist with events / activities in Belux where relevant

Profile

Bachelor and/or Master's degree in a relevant field, including journalism, public relations, communication, or marketing

Fluent in French and English, Dutch is a plus

High proficiency in Microsoft Office, Adobe.

Excellent communication and representation skills (hosting and client-minded)

Excellent organizational skills and high attention to luxury and detail

Self-starter, fast-learner & multitasker

Some knowledge of Belux (digital) media sector and audience

Results oriented, proactive and able to work under tight deadlines

A first experience in Luxury/Beauty/PR is an advantage

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