

PR & Marketing Trainee

The successful candidate will be part of Public Relations and Marketing Department of the company and he/she will provide his/her support in company's public relations and marketing activities, including facilitation of both internal and external corporate communication. The position is based at **Nea Erythraia Area**.

Main Responsibilities:

- Updates & maintains media lists and monitoring media coverage regarding the company
- Composes press material and assist with mass mailings, media distributions
- Assists in the implementation of the annual Corporate Social Responsibility Program that reinforces company's positive contribution to the society, the environment and the local communities.
- Edits, manages and monitors all published corporate information through social media accounts and company's website, to protect and promote company's strategy and interests.
- Contributes in the organization of internal and external corporate events and conferences, to support their effective implementation.
- Assists in the preparation of presentation materials and reports, supporting all PR & marketing activities of the department.
- Serves as liaison with PR agencies and external collaborators (event organizers, new agencies etc.) to monitor and improve the effectiveness of their services and alignment with timetable and budget specifications.
- Develops and maintains an efficient documentation and filing system to establish control and structure in department's data and contracts.

Professional attributes

- Undergraduate student in the field of Public Relations, Communications or Marketing
- Previous relative experience in a strategic communication or public affairs corporate environment will be considered an asset
- Excellent command of the English language
- Advanced user of MS Office
- Driving license required

Essential attributes

- Achievement Drive
- Teamwork
- Customer Service Orientation
- Strong Communication Skills
- Creativity and Innovation