



HR EVENT & MARKETING INTERNSHIP

REF. No. 1065

About us

We are a technical recruitment company headquartered in London supplying contract and permanent technical and professional staff to our clients within the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine sectors. The company currently employs 70 members of staff across its offices in London, Manchester and Abu Dhabi generate a turnover of over £35M annually. The Company's medium-term aim is to grow to 100+ people and £40M+ turnover within the next 2-3 years.

Number of employees

70

Tasks

- Organizing monthly and major events within the company
- Communicating with marketing team to create effective advertisements for each event, and when necessary crafting marketing materials such as print and Internet advertisements for individual events.
- Setting, communicating and maintaining timelines and priorities on every project
- Creating newsletter, banner, presentations and internal blogs

Skills needed

- An experienced user of Microsoft Excel, Office & Word and excellent with PowerPoint.
- Hard working, quick learning and able to work accurately and to deadlines.
- Self-motivated, highly organised and attentive.
- Demonstrates a good level of English spelling and grammar.
- Knowledge about social media advertising.
- Organisational skills and attention to detail.

PRAKTIKUM IN LONDON



- Time-management skills and the ability to work under pressure to ensure the efficient running of an event.
- Photoshop knowledge preferred.
- If you have interest in photography that would-be a plus.

Skills to be acquired

- Managing branding of the HR communications
- Social media management
- Support of organizational communication, announcements and events

Duration of the internship

3-6 months

Office languages

English

Location

London

Financial support

Unpaid, £10 per working day for travel and food expenses

Office hours

Monday-Friday 9am-6pm, 1 hour lunch break, part-time internship (2-3 days a week)