

Turkey Jobs Expertini®

Communication Intern

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Company: Lilly

Location: Istanbul

Category: other-general

We're looking for people who are determined to make life better for people around the world.

Job Description

Communication Intern will be responsible for:

Support communication team for implementation of internal and external communication activities including close follow-up of all necessary procedures and logistic details.

Support organization of events related to corporate communications strategies and programs, including corporate social responsibility initiatives.

Support leveraging internal and external communication channels including writing, editing and uploading text and multimedia content.

Work closely with the team to ensure monitorization, coordination, and successful execution major programs and operational duties.

Play an active role in communication with 3rd party vendors including creative & PR agencies.

Supporting corporate materials and uploading them into Lilly's systems on time and following required approvals properly in accordance with global and local procedures

Support team meetings and communication related agenda; coordinate delivering meeting minutes and follow-up actions with related parties.

Be responsible for supporting ad-hoc analysis and reports.

What Are the Requirements?

3rd or 4th year university student or fresh graduates from reputable universities in related fields (Media, Communication, Journalism is an asset)

Being proactive and demonstrate a positive attitude.

Ability to plan and priority setting.

Strong communications skills - written and verbal, as well as interpersonal.

Superior writing, editing, and proofreading skills.

Ability to work on multiple tasks.

Eager to learn through experience.

Fluency in English is a must.

Very good use of MS Office programs and other related software and ability to adapt internal tools.

Able to work as full-time at least 3 days in a week.

Lilly does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability or any other legally protected status.

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