

Management Trainee / Interns - COMMUNICATIONS - 2 Nos

Location - Noida

Required Experience:

- No prior professional experience required; entry-level position suitable for recent graduates or individuals pursuing a degree in Communications or a related field.
- Previous internships or coursework in communications, public relations, or marketing are advantageous but not mandatory.

Education Qualification:

- Currently enrolled in or recently graduated from a Bachelor's program in Communications, Journalism, Public Relations, Marketing, or a related field.
- Additional coursework or training in digital media, content creation, or social media management is beneficial.

Additional Qualification:

- Strong verbal and written communication skills, with a passion for storytelling and engaging with diverse audiences.
- Basic understanding of communication principles, media relations, and digital marketing concepts.
- Proficiency in Microsoft Office suite and familiarity with social media platforms.

Skills & Competencies:

- Excellent interpersonal skills and ability to collaborate effectively in a team environment.
- Strong attention to detail and organizational skills to manage multiple tasks and deadlines.
- Eagerness to learn and willingness to take on new challenges and responsibilities.
- Adaptability and flexibility to thrive in a dynamic and fast-paced work environment.
- Basic knowledge of graphic design software or willingness to learn new tools is a plus.

Responsibilities:

- Support the Communications team in executing marketing and public relations initiatives, including content creation, social media management, and media outreach.
- Assist in drafting press releases, blog posts, and other written materials to communicate organizational news, events, and initiatives.
- Monitor social media channels, engage with followers, and track analytics to assess performance and identify opportunities for growth.
- Contribute creative ideas for content development, including graphics, videos, and interactive features, to enhance brand visibility and engagement.
- Conduct research on industry trends, competitor activities, and best practices in communications to inform strategy development and decision-making.
- Assist in coordinating events, webinars, and promotional campaigns, including logistics planning, vendor coordination, and attendee communications.
- Collaborate with cross-functional teams, including Marketing, Design, and Sales, to ensure alignment and consistency in messaging and branding efforts.
- Provide administrative support as needed, including maintaining databases, organizing files, and scheduling meetings or appointments.
- Participate in training sessions, workshops, and professional development opportunities to enhance communication skills and knowledge of industry practices.
- Take initiative to contribute to team projects, offer creative solutions, and demonstrate a proactive and positive attitude toward learning and growth.