

**Job Title**

Intern

Work Location

Cuffe Parade, Mumbai

Internship Duration

Minimum 3 months – 40 hours per week

Maximum 6 months – 40 hours per week

*Preferred start date – February 2024

Reporting to

Head, Communications

Job Description

Are you a passionate storyteller with a keen eye for detail? Do you want to gain hands-on experience in the dynamic world of communications? If yes, here is your opportunity.

Responsibilities:**Content Creation:**

- Assist in developing engaging and informative content for various communication channels, including magazine, newsletters, website, social media, and internal communications.
- Collaborate with team members to create visually appealing and compelling multimedia content.

Social Media Management:

- Manage and curate content for our social media platforms.
- Monitor and analyse social media trends that can benefit IGCC's online presence.
- Engage with IGCC's social media audience and respond to comments and messages.

Internal Communications:

- Support the development and distribution of internal communications to keep team members informed and engaged.
- Assist in coordination of company-wide events, meetings, and announcements.

Education and Professional Experience

- Currently pursuing a degree in Communications, Public Relations, Marketing, or a related field.
- Strong English written and verbal communication skills.
- Familiarity with social media platforms and digital communication tools.
- Creative mindset with a keen eye for design and multimedia content.
- Ability to work collaboratively in a team environment.

Skills

- Well versed with Microsoft tools.
- Knowledge of social media content creation tools would be an added advantage.
- Photo and Video editing skills would be good to have.

Benefits:

- Gain valuable experience in a professional communications team.
- Work on meaningful projects that make a real difference.
- Learn from experienced professionals and receive mentorship.
- Network with industry contacts.

If interested in this opportunity, please send us your resume and a cover letter to HR@indo-german.com