la prairie group

La Prairie is the leader in luxury skincare, present in 90 countries around the world. Synonymous not only with luxury, the La Prairie name evokes innovation, performance, high-touch service and Swissness — the purity, precision and excellence inherent to the extraordinary land that saw the brand's inception in 1978. La Prairie endeavours to fulfill a quest for timeless beauty through the highest standards of advanced technology combined with exquisite formulations and elegant packaging — elevating science to art.

For our Global Marketing Team with seat in Volketswil ZH we are looking for a

Global Public Relations Intern

Responsibilities

- Supports the Global PR Department in the development, implementation and execution of global & local press events.
- Coordinates logistics & planning of activities during events (sources venues and vendors, arranges transportation and hotel bookings, shipments etc.)
- Assists markets in their daily enquiries.
- Tracks & supports general media requests from markets.
- Helps with drafting press releases and PR collateral.
- Maintains library of global press placements: compiles and distributes clip reports.
- Fulfils and tracks product requests.

Qualification Requirements

- English Fluent
- Bachelor's Degree, preferably in Communications or Public Relations
- Ability to manage multiple projects and work assignments and accomplish projects
- Excellent verbal, written and interpersonal communication skills including: writing, proof reading and speaking
- Exceptional organization and administrative skills

Start date: As soon as possible

Duration: 6 months

Location: Industriestrasse 8, 8604 Volketswil, ZH, Switzerland

Interested: If you are interested in this exciting position, please send your full application to: Ms. Katharina Bösch**,** application@laprairiegroup.ch, Ref.: Global PR Intern