



Intern – Corporate Communication and Public affairs

The Job

The role would mainly assist the below tasks whilst assisting the day to day operations of the Marketing function.

- **Website management**
Keeping website updated with correct information, liaising with organization on website updates, liaising with the agency on follow ups.
- **Liaison with PR agency**
Managing WIP, Agency follow up, Liaison with media, Helping out with media events, Liaising with journalists, Customer lead communication
- **Internal communications**
Sending out internal communications, facilitating Monthly internal meetings, HR related communications and other communications. Also, assisting in organizing and coordinating local events
- **Liaison with PR Monitoring**
Assist in Competitor information reviewing

If you are the best fit for this position, send in your CV to careers.lanka@airtel.com with the job title in the subject heading

The Person

- Undergraduate / Graduate in Business Communication / Business Management or a related field
- Good interpersonal and communication skills
- Ability to Speak/Read/Write in Tamil would be an added advantage
- Excellent team working skills
- Time management
- Must be detailed-oriented with the ability to handle multiple assignments and projects under pressure

