



Internship - Social Media Project Coordinator

GRN – Czech Republic is an executive search and recruitment firm, specializing in Mid to Executive level searches. The GRN Czech team is comprised of highly committed and work dedicated recruitment professionals, who are always delighted to discover new talents for & in the Central and Eastern European job market. Our company is located in the heart of Prague, Czech Republic, just 30 meters from the Charles Bridge.

We are glad to announce **the opening of a 6-month-long internship** in the position of **Social Media Project Coordinator**. We are looking for a creative and motivated student or graduate, who will be continuing the implementation of the social media marketing strategy of the company.

Main responsibilities

- Implement and manage GRN's various social media channel
- Come up with new ideas for maximizing company's presence and exposure online
- Write and edit marketing materials, including posts, emails, and articles
- Assist various team members with development & maintenance of specific Social Media focus groups

Additional duties

- Finding other interns, both from abroad as well as through local school programs
- Conducting research in accordance with client or project requirement
- Creation of marketing materials such as PowerPoint presentations

Qualifications

- ✓ Solid understanding of marketing principles, social networking and excellent copywriting skills
- ✓ Fluent in English
- ✓ Educational background in Business, Communications or Marketing preferred
- ✓ Must exhibit a strong willingness to learn and absorb new information; comfortable with multi-tasking, communicative, creative, motivated and self driven person

If coordinating a headhunting company's social media marketing strategy sounds like fun for you and – what is more important – you are ready to set it out, feel free to submit your application by sending us your **updated CV** and **cover letter**. We get back to you shortly with the next steps of the recruitment process. **NOTE:** *It is possible to combine the internship with student programs such as Erasmus Placement Program.*

Do not hesitate to find and follow us on:

- **Facebook:** <https://www.facebook.com/pages/grnczech>
- **LinkedIn:** <http://www.linkedin.com/company/grn-czech-republic>
- **Our official website:** <http://www.grnczech.cz/>

We are ready to welcome you to our team in January 2014!

CONTACT PERSON

Sini Suutari

GRN Czech Republic

Mostecká 8, Praha 1 – Malá Strana, 118 00

Office: +420 257 533 696

Email: ssuutari@grnczech.cz

Mostecká 8, 118 00 Prague, Czech Republic
internship@grnczech.cz , www.grnczech.cz