

Name of the Position: Corporate Communications Intern

Job Reference Number: NPL/ CC/1220/001

Experience: Incumbent should have domain & related knowledge in the field of:

- Content Writing and Publishing
 - Proof Reading
 - Social Media Selection for Targeted Marketing
 - PR, Advertising, Branding & Marketing
 - Microsoft Office Software Suites (Microsoft Word, PowerPoint, Excel, and Publisher, are essential)
 - Recent Versions of Adobe Software (Photoshop or Premiere Pro)
 - Corel Draw or any other software to work on various creatives.
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Qualification: Masters / PG Diploma in Mass Communication/Journalism

Job Description:

- **Manage Social Media**
Will need to create and upload content to various platforms such as LinkedIn and the company's internal WhatsApp groups.
- **Produce Content**
For articles, interviews, and short blurbs for newsletters, run email campaign or publication. This will involve conducting research, gather information write content and should possess editing skills too.
- **Get Creative**
The candidate is be expected to contribute to brainstorming sessions within the communications department or the entire organization which will be focused on marketing, advertising, or public relations.
- **Gather Data**
Should be able to assess the status of the company's public image, regularly collect and assess data and analytics across a variety of digital platforms.
- **Pitch stories**
Communications assistant will be required to pitch stories about NPL and put in place media interviews.

- **Oversee Office Functions**

Typically, the candidate should be comfortable with scheduling meetings, preparing presentations, gathering materials for conferences, processing mail and making travel arrangements.

Skills

- Exceptional organization and fastidious attention to detail
- Great interpersonal skills and be able to seamlessly carry a conversation.
- Strong writing and editing skills to produce clear, concise, and professional press releases, articles, blog posts and email campaigns.
- Ability to multitask and make a collaborative effort and should be great team players.
- Provide and interpret Commercial information for strategic decision making.

Come, be a part of NPL's growth story. To apply contact hr-npl@larsentoubro.com with **Job Reference Number** in the subject line.