



CLEVERDIS

Internship in Editorial coordination & PR Support

for leading international media provider

Vitrolles (South of France)

Cleverdis, a world leader in content & publishing, is looking for an intern in order to support our activities around some of the leading international B2B Trade events in 2022/23. These include SITL (logistics & transport), ITB Berlin (Travel Tourism), SIAL (Food), and IFA (Consumer Electronics), where Cleverdis is in charge of the official media (show dailies, newsrooms, podcasts, ...).

Job description:

Your job will be to assist the editorial team with activities such as:

- Editorial coordination: Relation with potential & existing clients (leading international exhibitors); Contact and follow up of exhibitors to coordinate articles, collect data and advertising / advertorial elements, presenting them our publications and communication solutions (advertisement, editorial, podcast and Newsrooms). Updating and management of Editorial tools (Flatplan, Trello, Wordpress)
- Web communication: Update websites (Wordpress); Create Google Adwords campaigns; Social Media communication (LinkedIn, Facebook, Twitter); etc. ;
- Event planning: Organisation of journalists' detailed planning during & outside the shows, relations with service providers (e.g. journalists, web designer...)

Requirements:

- Fluent French and English; German or another language is a plus
- Knowledge of IT tools (Excel, Word, ...)
- Communication background
- Web marketing skills (Newsletters, Social media, Google Analytics, Google Adwords, SEO / SEM, etc.)
- Team spirit, self starter, attention to detail, good written & oral communication skills
- Willing to travel in France and perhaps Internationally

Reference: Editorial/PR 2022/3
Start: from November/December 2022
Salary: Yes
Contact: Jean-François PIERI | Président, Cleverdis

jeanfrancois.pieri@cleverdis.com

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