Press office in Athens is looking for an intern full time:

**Public relations assistant (Entry Level)**

**Purpose of the role/ Key Activities**

* Monitoring relevant media coverage
* Ability to operate standard office equipment
* Handle and prioritize outgoing or incoming correspondence (packages etc)
* Help to the organization of events
* Answering enquiries from the press
* Write and edit media materials (press releases / newsletters)
* Conduct research and prepare presentations or reports as assigned
* Unpack boxes for inventory and display merchandise as required

**Required Skills**

* A bachelor’s degree in Public Relations, Marketing, Business administration, or other relevant experience
* Excellent written Greek & English
* Strong organizational skills & attention to detail
* Excellent communication & interpersonal skills
* Strong computer skills (Microsoft Outlook, Word, Excel, PowerPoint)
* Time management skills
* The ability to work under pressure
* Professional appearance, character and conduct
* Α fun, flexible, charismatic, people oriented person, in a “never turn it off” way
* Confidentiality - To maintain the strictest confidentiality at all times