



## LOOKING FOR AN AMAZING AND ORGANIZED INTERN

International fashion and beauty PR agency **Polhem PR Lithuania** is looking for an intern who is interested in hands-on work experience and is hungry for challenge. You'll experience from up close the everyday life of a fashion and beauty agency, work with international clients and help ensure the smooth operations in the office.

We are looking for someone, who could be with us for at least 3 months, 2-3 days a week (approx. 18-20 hours). Working hours and days can vary – we can accommodate students' needs.

We believe that 3 months of internship is optimal time period for a trainee to be able to do at least one PR campaign planning and implementation, events, coverage monitoring.

Tasks include:

- Media monitoring, publication registration in Portfolios system;
- Customer product picture and price upload into Polhem PR picture bank;
- Customer product registration in electronic warehouse;
- Writing press releases and texts;
- Preparation of interview questions, transcript of interviews;
- Managing product samples;
- Calling journalists;
- Showroom merchandising;
- Work with stylists;
- Event project management – from idea to implementation;
- Assist with PR strategy and communication plan development;
- Social media communication;
- Reports to customers;
- Participation in events;

If you're motivated, are a quick learner, have a can-do attitude, are well organized, ready to work hard and gain valuable experience, send your CV with a cover letter, stating why you should become part of our team to [ugne@polhem.com](mailto:ugne@polhem.com)

Ugnė Petrauskaitė  
Country Manager at Polhem PR Lithuania  
[www.polhem.com](http://www.polhem.com)