



LOOKING FOR AN INTERN

International fashion and beauty agency **Polhem 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 for a full-time position, who could be with us for 2-3 months, 5 days a week (approx. 40 hours). Working hours and days can vary – we can accommodate students' needs.

We believe that 2-3 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.

In this position, you will:

- Assist with PR strategy and communication plan development
- Collaborate closely with influencers, stylists and journalists about incoming and/or ongoing projects
- Efficiently manage inbound collaborations requests
- Closely monitor social media coverage and be responsible for publication registration in Polhem Portfolios system
- Write press releases and texts about customers products and services;
- Share relevant industry information and identify potential social media related opportunities
- Report clients on a weekly/monthly basis
- Be co-responsible for showroom merchandising
- Engage in event project management – from idea to implementation
- Participate in organized events
- Manage product samples distribution

If You are:

- Fluent in English;
- Motivated and a quick learner;
- Able to handle multiple tasks efficiently and make quick, informed decisions;
- Have strong skills to make your point and successfully pitch your ideas;
- Well organized;

and this sounds interesting – you may be a perfect fit for our team. Send your CV to karolina@polhem.com and we will contact You.

Karolina Janickaitė
Project manager at Polhem

www.polhem.com