

Job Title: Communication Intern

Location: Montreal – Ahuntsic sector (Henri-Bourassa metro +bus 69 West bus)

Industry: Business Development

Clientis helps companies in the hotel and tourism and other industries to develop their clientele by offering them efficient **sales advice, concrete sales and customer service trainings** and by organizing creative sales actions (**event planning**). Clientis offers a **dynamic, respectful, energizing and enriching** work environment with real promotion possibilities. Visit www.clientis.ca for more details.

Main Missions:

Reporting directly to the President and the Marketing Director, the intern must realize many projects. More specifically, the intern will be in charge of:

- Clients' notoriety
- Build Clientis' Public Relations
- Complete press releases
- Create teasers and publicity documents
- **Support event organisation**
- Carry out data entries concerning sales for different daily, weekly or monthly reports
- Create sales letters and other sales documents
- Organize targeted email campaigns
- Answer incoming calls with courtesy

Required Qualifications for this Position:

- **Excellent understanding of the Office Suite (Word, Excel, ACCESS, Powerpoint...)**
- **Excellent aptitudes for searching and synthesizing information on Internet**
- Important sense of communication, axed on sales and **customer service**
- Excellent oral and written expression in **English (bilingual)** and editing in the two languages
- Important sense of organisation
- **High rigour** with data manipulation
- Organisation, responsibility and autonomy, initiative
- Good humour, dynamic, team spirit
- **Asset: Experience in events /tourism/hotels**
- Communication / Public Relations diploma

2 month minimum non paying internship

Schedule: from Monday to Friday from 8:30 am to noon and from 1:00 pm to 5 pm

Send by email **1 curriculum vitae** and **1 letter of motivation** before March 8th 2010
to CLIENTIS attn : Ms. Dimitra Anastasiou danastasiou@clientis.ca
with objet : candidature comm03.

Contact us ! 514 832-0811
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