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### **COMMS Intern**

We're looking for collaborative and passionate team players to join us in PR team. You'll work alongside a dynamic and integrated team on a myriad of industries and clients – an exciting adventure for a super intern like you!

You will:

- Assist in writing and distributing pitch letters, news releases, backgrounders, fact sheets, bios, newsletters, reports and other communications material.
- Create and maintain media lists.
- Handle routine media inquiries.
- Monitor media to report coverage that affects the client's business.
- Develop relationships with the media to convey the client's message
- Proactively identify media opportunities.
- Conduct research for existing clients and new business proposals.
- Develop an understanding of the client's business and handle basic research of the business and the industry to maintain a current knowledge base.
- May coordinate specific events and promotions for the client under the guidance of a supervisor.
- Assist in account administration duties such as billing and activity report

Think you're ready for an exciting new experience? Send us your CV and availability period to [liml@ruderfinnasia.com](mailto:liml@ruderfinnasia.com) to apply now!