

Infront is one of the leading international sports marketing companies in the world - with more than 20 offices in ten countries. The company enjoys long-term relationships with 120 rights holders in winter sport, football and summer sport as well as with hundreds of sponsors and media companies. With its full-service approach, Infront is able to handle all commercial aspects of a successful sport event - including the distribution of media rights, sponsorship sales, media production as well as event operations.

Trainee Corporate Communications / Creative Services

We have an opening in the Corporate Communications team for a full-time position starting on 1st June 2013.

Short job description

- Supporting the overall Corporate Communications operation
- Compiling the daily Executive Media Monitoring and overseeing the regular clipping report
- Production of PR and marketing services materials (e.g. media kits, factsheets, corporate brochures)
- Supporting the management of Infront's online communication platforms (websites plus intranet), including editorial tasks (in English)
- Copy writing and translations of all sorts of communications matters (e.g. press releases, corporate profiles, proposals)
- Supporting the management of Infront's digital content database (e.g. pictures, films)
- Coordination of corporate mailings as well as involvement in social media activities
- Carrying out research projects in the sports industry
- Support in the organisation and implementation of corporate events
- Regular updates of group's event calendar

Requirements

- Advanced education (university degree, preferably in communication, journalism or public relations - alternatively in sports management with an affinity for communications)
- Experience in corporate communications functions in service industries (preferably in sports or entertainment industry) OR similar agency experience
- Practical experience in public relations, media and journalism
- Strong communication skills (orally and in writing)
- English and German (fluently)
- Additional languages (French/Italian) are advantageous
- Knowledge of and interest in sports and entertainment industry
- Good computer skills in Excel, PowerPoint and Word (Photoshop and Adobe InDesign of advantage)
- Basic knowledge in content and/or media asset management systems
- Strong team orientation, good team player
- Flexible and with positive work attitude ('can do' mind set)
- Strong attitude towards high quality and 'client-first' thinking (external & internal)

Contact

If you are interested please send your application directly to: recruitment@infrontsports.com