



Marketing & Communications Coordinator (internship)

3 to 12 months

Brussels, close to Midi Station

Launched in 2012, Of'Cores (www.of-cores.com) is a Brussels-based company delivering business and institutional event services in Europe.

To reinforce its team, Of'Cores is looking for a Marketing & Communications Trainee for a period of 3 to 12 months. Working in close collaboration with the Marketing Director, the successful applicant will assist the team in planning, developing and executing marketing strategies applied to events.

The Trainee will be a part of a team of business and marketing experts and work in a dynamic and international environment.

Key tasks and main responsibilities

- Support and coordinate digital marketing activities: websites, apps, newsletters
- Create sales and event marketing materials, in coordination with suppliers
- Coordinate social media presence (Facebook, LinkedIn, Twitter, Instagram)
- Draft compelling news and blog articles
- Support PR/media event partnerships
- Onsite support during events

Key skills required

- A degree in marketing, communications, business school or similar
- Very good written and verbal communication skills in English. French, Dutch and other languages are a plus
- Strong creative and IT skills, a first experience of using a CMS and Photoshop is a plus
- Proficient in Microsoft Word, Powerpoint, Excel, Outlook
- Strong organisational skills and attention to detail
- Creative mind, proactive in suggesting new ideas
- Professional attitude and committed to learn

For a period of less than 6 months the internship is not paid, but the company agrees to cover some expenses such as transportation and meals.

How to apply?

Please send your CV and motivations to Bénédicte Blondel: benedicte@of-cores.com