



Corporate Communications Assistant

The Bosch Group is a leading global supplier of technology and services. It employs roughly 375,000 associates' worldwide and generated sales of 70.6 billion euros in 2015. Bosch offers a variety of internships employing around 70 undergraduates in Denham alone, providing an active support network amongst both staff and interns whilst offering the chance to join the Bosch Social club.

Working within Corporate Communications gives you the exciting opportunity to gain essential marketing, public relations, event management and communications experience, whilst developing your business and personal skills within a fast-paced and diverse environment.

The Corporate Communications department at Bosch is responsible for:

- Communicating the corporate values, achievements and business strategies of the Bosch Group to employees, customers and stakeholders
- Working with internal departments to ensure that they are consistent in their communications activities and use the appropriate platforms for communication and branding

The Communications Assistant supports the work of the Corporate Communications team and also works with our external PR and marketing agencies.

Your responsibilities may include:

- Digital (internal and external) communications activities:
 - Writing and proof reading news and feature articles for various audiences and multiple media channels
 - Coordinating, development and planning of content for various Bosch UK social media channels
- Press, media and social media monitoring:
 - Media monitoring of the Bosch brand in the press both online and in print, analysing and reporting this on a monthly basis
- Corporate social responsibility activity:
 - Managing charitable donations and sponsorship, liaising with charities and organising product donations to support their fundraising
- Site display:
 - Managing internal communications policy and developing site display materials
- Corporate event and brand management support:

- Reviewing venues, managing attendee invitations and planning brand displays, communicating and maintaining timelines and priorities, helping to support on medium to large scale events throughout the year
- Information management, administration and project support:
 - Managing the implementation of the data security process within the communications department
 - Supporting administration tasks for travel bookings, marketing events and activities, etc.

Your profile:

- You should be studying for a sandwich degree
- Excellent command of the English language
- Working professionally within in a team, with different levels of management
- Strong time and task management skills
- Ability to keep to deadlines
- Attention to detail is crucial
- Prioritisation and problem solving skills are essential
- An A Level in English is desirable, as is work experience in public relations/ marketing/ communications
- You should be confident, ambitious, professional, enthusiastic and motivated
- It is advantageous if you have the confidence to put forward new ideas
- It is desirable if you are outgoing and creative

We would like you to start in June 2017 for a 12 month placement

Before applying for this vacancy, you must inform your Faculty/School Placement Officer. If your Faculty/School does not have a Placement Officer, you must inform your Course Tutor. This is important because there may be the need for the employer to be verified by the University to ensure that, where applicable, the position can be credited to your degree.

Application Deadline: 4th March 2017

Please send your CV, Covering Letter and completed Student Internship form to opportunities.denham@uk.Bosch.com quoting Reference Number **CCA1**