

<b>Denomination of the position</b>	:	<b>Intern, Marketing Communications</b>
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## **DUTIES & RESPONSIBILITIES**

### **1. Public Relations and Communications Support**

- Assist in planning, writing, editing, and proofreading press releases, articles, newsletters, reports, and event-related content.
- Support the preparation of the bi-weekly press review and assist with media mention tracking.
- Assist in drafting and editing speeches, introductory messages, and reports for senior management and Board-related communications in German, as and when required.
- Provide editorial support for the Membership Directory, quarterly reports, and other official publications.

### **2. External Communications and Media Support**

- Assist in preparing media kits, press materials, and basic press documentation.
- Support the coordination of press events, media attendance, and event run-downs.
- Assist in monitoring and evaluating media coverage and preparing internal summaries.
- Support stakeholder coordination with media, partners, and external vendors.

### **3. Digital Marketing and Communications Support**

- Assist with website content updates to ensure accuracy, relevance, and user-friendliness.
- Support basic SEO-related content tasks and content organisation.
- Assist in e-newsletter preparation and email marketing coordination.
- Support LinkedIn social media content curation, scheduling, and engagement monitoring.
- Assist in preparing basic analytics reports for website, email, and social media performance.
- Contribute to simple visual content, including photography, basic graphics, and event visuals.
- Ensure adherence to the AHK Style Guide and corporate identity standards.

### **4. Event and Operational Support**

- Provide on-site and virtual technical support during events, including live or hybrid setups, as and when required.
- Support CRM-related tasks, including data updates and content checks.
- Carry out ad hoc operational and administrative tasks as assigned by managers or the Executive Director.

### **Additional Information**

- Strong interest in international trade, chambers of commerce, and business relations.
- Fast learner with a positive attitude and a strong sense of responsibility.
- Able to work under tight deadlines while maintaining accuracy and professionalism.

**REQUIREMENTS**

- Strong language skills in German and English.
- Excellent communication, interpersonal, and problem-solving skills.
- Highly self-motivated, with strong initiative and the ability to work independently.
- Well-organized with effective time management, able to meet tight deadlines while maintaining quality.
- Able to handle sensitive information with discretion and professionalism.
- Collaborative team player with a strong focus on service delivery, efficiency, and results.
- Able to commit to a full-time internship for 4–6 months.
- Currently pursuing a degree or equivalent qualification

**Please send us your CV and duration of internship via email to [hr@malaysia.ahk.de](mailto:hr@malaysia.ahk.de)**

**Only shortlisted applicants will be notified**