



Liden & Denz Language Centre St. Petersburg Work Experience Programmes

Internship: Public Relations in Chamber of Commerce

Services of the chamber include a monthly business digest, in-depth regional and company profiles, exhibitions, conferences and up to the minute Russian business advice.

Position: Events coordinator

Main Duties:

- Assistance in organization of various activities and conferences (logistical and other organizing problems), creation of press releases about events in preparation, writing reports about carried out events, compiling and reviewing comments of participants
- Accomplishing small marketing researches concerning St. Petersburg and British market conditions.
- Translations (proofreading texts – for native speakers only)
- Maintenance of the existing base of contacts
- Searching for new contacts
- Reception of calls, incoming documents and faxes



Requirements					
General	Preferably British Citizens, with higher or incomplete higher education. Basic knowledge of business dialogue, correspondence and telephone conversation				
Russian language/level	A2/A1+				
Russian language/Usage	Minimum understanding of written Russian, ability to speak on simple themes, to answer phone calls.				
Working hours	Free schedule	Hours per day	4	Dress-code	Smart casual + formal
Minimum age	20	Possible duration of the internship	From 4 weeks and further depending on a season		