

APPRENTICESHIP OFFER

Office Manager in environmental consulting firm M/F

What we do:

Do you want to join a young and dynamic company with solid environmental values?

Then read on!

- ⊠ What matters to us: "It means contributing to the maritime energy transition in yachting and yachting by supporting customers towards sustainable and adapted solutions."
- ⊠ What we do in three points:
 - Data monitoring: technologies, energies (hydrogen, electric, bio-fuel)
 - Regulatory study and end users
 - Training in the fundamentals of the maritime energy transition

Your mission:

Reporting to the founder, you will participate in the day-to-day running of the company by streamlining the execution of administrative tasks.

What are you going to do concretely?

- ⊠ Update of communication visuals and programming and management of social networks
- ⊠ Reflection and proposal of innovative and relevant marketing campaigns
- ⊠ Realization of emailing, newsletter, and communication tools of the company
- ⊠ Website SEO and content optimization
- ⊠ Attendance at events (depending on the period of the internship)

The profile we would like to find:

- ⊠ You are in Bac +1, Bac +2 or Bac +3
- ⊠ You have a first experience in communication or a strong attraction
- ⊠ You master the office pack, LinkedIn networks, Instagram and easily learn software
- ⊠ You are bilingual English-French (minimum level B2 in English) ideally
- ⊠ You are dynamic, full of motivation, creative, digital skillful, the desire to put your knowledge into practice and persevering
- ⊠ Knowledge of yachting, boating is a plus

Date: October 2023 to August 2024

Remuneration: Depending on legal obligations, 6 weeks to 6 months.

Location: In teleworking or in person.

We have no prejudice about profiles and backgrounds, we are simply looking for a person who wants to learn and progress !