

## Internal Communication Assistant

Host Broadcast Services (HBS) offers expertise and experience in delivering vision and audio for some of the most prestigious sports events around the world. Founded over 20 years ago and based in four countries, HBS has established itself as a renowned host broadcast specialist. Its Internal Communication Department is key in keeping the international teams' bonds strong across boundaries and projects. Whether through solidarity and sustainability actions, team-building activities, HR publications or pre-event integration programmes, the Internal Communication Assistant's mission is to support the Internal Communication Manager in making sure HBS is a fun and meaningful environment to work in.

### Detailed tasks, shared with the Internal Communication Manager:

- ✓ Welcoming newcomers:
  - general welcome, presentation of the company and of corporate tools, tour of the office, welcome gifts, casual interview to write an introduction text for the newsfeed
  - organising, coordinating and leading Onboarding Days (presentations of all Departments by Department representatives and lunch at a nearby restaurant)
- ✓ Organising staff meetings and parties
- ✓ Organising and coordinating internal team-building events (sport activities, cooking classes, massages, internal lunches, etc.)
- ✓ Creating and coordinating regular sustainability challenges at company level
- ✓ Writing and designing monthly newsletters
- ✓ Posting pictures and information on the Newsfeed
- ✓ Following up on Internal Com budget

### Key skills:

- ✓ Strong human interaction skills
- ✓ Excellent writing skills, in English and in French
- ✓ Good organisational skills and attention to detail
- ✓ High integrity
- ✓ Creativity
- ✓ Good general knowledge
- ✓ A taste for international environments
- ✓ Versatility / ability to take over Manager's missions when busy on events
- ✓ Good negotiation skills
- ✓ Comfortable with public speaking
- ✓ Good knowledge of Windows Applications and graphic design software

### Key interactions:

- HBS all departments
- Internal Com service providers (welcome gift suppliers, CSR consultants, wellness programme partners, staff meeting and party service providers, team-building and office management partners)

### Languages:

Both English and French fluent spoken & written