# Job Description Form

**Job Title:** Intern

**Department:** Public Relations

**Location:** El Segundo, CA

**Reports to:** Jennifer Newton/Katie Scott/Gengy Gonzales

**Title:** Corporate Communications Senior Manager/Corporate Communications Coordinator/Public Relations Assistant

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<th>Level/Grade:</th>
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**General Description:**
Assist the Public Relations Department in the daily coordination of all public relations, media relations and corporate communications efforts.

**Primary Job Functions:**

**Clips**
- Review all trade and consumer magazines for Murad clips
- Scan clips and maintain online clip folders
- Create monthly PowerPoint for company wide distribution
- Update internal PR board
- Liaise with Customer Care to update PR/Advertising Notebooks and board

**Donations**
- Fulfill approved charity requests by gathering donation, contacting charity, updating donation log and shipping out
- Maintain stock of standard donation gift boxes
- Maintain stock of boxes, bags, ribbon, tissue paper, etc.

**Media Requests**
- provide products to journalists as requested
- Update and maintain corporate media list and product shipping log

**PR Inventory**
- Conduct weekly inventory of PR closet & reorder stock
- Maintain accurate inventory of samples in closet
- Maintain neat and organized stock in closet
## Press Kits
- Create & maintain stock of press kits including corporate, Professional, and Spa

## Other
- Update and maintain celebrity clientele list and make-up artist list of product advocates
- Other responsibilities as required.

### Secondary Job Functions:
- Organize past clip books - By quarter, quarterly reports, consistent dividers & cover
- Organize online clips for past years to mirror 2009 organization
- Organize and update electronic file of all clips from year’s past including scanning
- Other responsibilities as required.

### Supervisory Responsibilities:
N/A

### Attributes:
- Proficient in Microsoft Word, Excel, PowerPoint & Outlook
- Outstanding written & verbal communication skills
- Well organized and an efficient multi-tasker
- Must be detail oriented
- Team player
- Positive, can-do attitude and willingness to do what it takes to get the job done
- Ability to exercise discretion and confidentiality
- Proficient in Microsoft Publisher and Oracle a plus

### Education Requirements:
- Must be enrolled in a Public Relations, Communications or similar college-level program
- Must be receiving school credit for the internship

### Special Physical Requirements:
- Must be able to lift boxes, climb ladders, drive to run errands

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Send resumes to [jnewton@murad.com](mailto:jnewton@murad.com) and [ggonzalez@murad.com](mailto:ggonzalez@murad.com)