

# Christian Dior

P A R F U M S

## Internship descriptions

### Sales Intern

- Compile monthly sales reports
- Organising office documentation, archive files, invoices
- Optimization of clients' databases: excel & specific platforms
- Processing the Excel reports of POSM delivery to stores
- Keeping evidence of office stock movements, posting delivery notes in excel inventory
- Check of POSM inventory in the office
- Processing the invoices in specific formats for clients
- Processing specific documents for novelties listing

### Training Intern

- Work closely with the Training Manager
- Help organize trainings: presentations, venues, catering, decor etc.
- Completes the FOLLOW UP report each time is needed
- Monitors make-up events on Facebook pages of Sephora, Douglas, Marionnaud and Kendra
- Translation of materials
- Motivate BC to have team spirit and be goal driven

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## PR & Marketing Intern

- Monitors DIOR&competitors PR materials in all the magazines&online
- Monitors media activity in magazines, TV, online and outdoor
- Helps organizing PR Events with Beauty Editors and Bloggers
- Updates the data base with contacts for both PR&office purposes
- Helps designing the newsletters, CRM campaigns and pages in retailers' magazines
- Completes the FOLLOW UP report each time is needed
- Monitors make-up events on Facebook pages of Sephora, Douglas, Marionnaud and Kendra