

[SELECTIO Group](#) is the leading group specializing in executive search and strategic human resources consulting in the Adriatic region. With a team of 40 HR experts, we operate as a one-stop shop for our clients at any time, completely tailored to their needs and requirements.

[Employer Partner](#) is a prestigious certificate dedicated to promoting best human resources practices and is given by SELECTIO Group to more than 100 organizations every year. Our core team is small but mighty. We accept changes, but we keep our values.

Currently, for our Employer Partner team, we are looking for a new member on the position of:

PR, Social Media and Administrative Assistant

Main responsibilities:

Participate in implementing PR and communication strategy for **Employer Partner** as well as HR services and programs in both directions through:

- [Content creation](#) - preparing press releases, blog posts, LinkedIn posts, presentations, and brochures in Canva, with true mentorship of PR professional
- [Community management](#) - respond to engagement in a timely manner, build relationships with LinkedIn community, read industry news while seeking for opportunities
- [Client relations](#) - providing information for some of the most successful international companies in the region
- [Event management assistance](#) – providing proactive help in organizing and coordinating internal and external events such as [awarding ceremonies](#) for every certified organization and Employer Partner [Rooftop event](#) with an emphasis on meeting deadlines
- [Administration](#) - various administrative tasks related to the Employer Partner project

Apply if you:

- Are a student in the final year of your studies in the field of PR, communications, marketing, economics, sociology or psychology
- Are available to work full-time
- Have interest in human resources, PR and event management
- Are a flexible and resourceful individual with good googling skills who sees new and unpredictable situations as an opportunity to develop
- Have developed writing skills and are able to efficiently communicate with many different parties
- Are fluent in spoken and advanced in written English language
- Have advanced computer skills (MS Office tools)

What we offer:

- A culture that recognizes encourages growth, authenticity, autonomy and diversity
- Opportunities to get new experiences and improve your skill set
- Learning days and mentorship in the communications field
- Great work location (Zagreb, Strojarska 20)
- Flexible working hours

If you are interested in adding to our culture and success, please send your cover letter and a comprehensive CV in English until the 26th of August via [this link](#) or to helena.paden@selectio.hr.