

Please send your CV via link: <https://careers.pepco.eu/job-invite/12526/>

Your key responsibilities will be:

- Supporting internal communication activities and campaigns.
- Creating and editing content for the company intranet and other communication channels.
- Assisting with employee events, townhalls and engagement initiatives.
- Maintaining intranet content, templates and user access.
- Cooperating with stakeholders across the business.
- Supporting communication projects and day-to-day team activities.

Skills and experience we are looking for:

- Interest in Corporate Communications, PR or Employee Engagement.
- Strong communication and writing skills.
- Good planning, organisational and time management skills.
- Comfortable working with different stakeholders.
- English at min. B1 level.
- Familiarity with Microsoft 365 tools is a plus.
- Experience or interest in event coordination, digital communication tools, content management systems or stakeholder coordination will be an advantage.

You are bound to enjoy your cooperation with Pepco because we guarantee:

- Work in an international company featured on the Forbes list of the best employers in Poland and beloved by millions of consumers in Poland and Europe.
- Life insurance on preferential terms, to feel secure.
- An extensive benefits platform offering a wide range of options - including medical care, sports cards, events, trips, shopping vouchers, and more.
- Discounts on purchases at Pepco stores - get your favorite products at even better prices!
- Unlimited access to LinkedIn Learning (for IT - Udemy Business), giving you thousands of expert-led courses to support your professional development, build new skills, and learn at your own pace.
- The opportunity to improve language skills by working in an international environment.
- Free psychological, legal, and financial consultations as part of our employee support program - our employees' well-being is our top priority!
- A friendly atmosphere and support from colleagues who are eager to share their expert knowledge - despite being a large organization, we've maintained a warm, informal atmosphere.
- A role within a unique organizational culture - Pepcoolture - where our mission, vision, and values are the foundation of our everyday work.