



ACCUTRON INSTRUMENTS EMPLOYMENT OPPORTUNITY



COMMUNICATION CO-OP/INTERNSHIP

For Mine Ventilation Automation - Accutron Instruments Inc. - Sudbury, ON, Canada.

Accutron Instruments Inc. is an aggressive growing company in Sudbury Ontario. We design and manufacture advanced sensors and instrumentation that are changing the future of underground mine ventilation. We are building a strong technical team that pride themselves on superior execution.

THE ROLE

The Communications Intern will help raise awareness of Accutron Instruments throughout the world and use the media (social and traditional) to engage with customers, prospective customers, followers and other stakeholders.

We are looking for a highly motivated individual to support the Communications Director in all Communications related tasks. The Communications Intern will be working with the Sales and Marketing departments and Engineering R&D Departments.

The successful candidate is highly organized and confident and has ability to manage projects within set deadlines. Assisting in the administration and smooth operations of the Communications team will be key as well as on-going cooperation with other departments such as Marketing and Sales and a range of internal and external stakeholders.

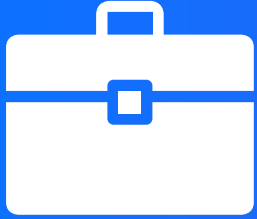
This full time role requires the flexibility of being able to attend events and function out-of-hours when necessary. This opportunity offers the chance to gain Communication experience within a young, fast growing and high profile company.

RESPONSIBILITIES:

- Assisting with production of press releases, press kits, media lists, etc
- Monitoring media coverage and producing coverage reports, event recaps, etc.
- Evaluating requests for event attendance, speaker opportunities and draft responses to these requests.
- Assisting in preparations of events, by making selections of venues, suppliers, etc.
- Support Communications staff at events.
- Work with the Communications Team to manage the distribution of press releases via website posts, newswires and social media
- Responsibility for test car planning: maintaining contact with journalists and Service Center.
- Maintain database of media contacts

REQUIREMENTS:

- Bachelor's Degree in Communications, PR, Journalism or equivalent required
- Experience in Communications and PR with a strong emphasis on writing
- Credible and deadline-oriented writing skills.
- Strong organizational skills
- Excellent written and spoken English. French and Spanish are desirable but not essential. Additional languages would be beneficial
- Ability to multi-task, prioritize and work in an extremely fast-paced environment
- Happy to travel and attend events around the world occasionally



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- Valid driving license
- Must have *Photoshop experience and a in-depth understanding of Microsoft Office packages (Google Apps too)

TERMS OF EMPLOYMENT

Full time – days, evening and weekends
Language: English

ABOUT THE COMPANY

At Accutron Instruments Inc. we design, manufacture and commission a wide range of mining sensors to meet the demands of harsh industrial environmental conditions and infrastructure demand. Our products include airflow monitors, toxic gas detectors, temperature, pressure and humidity level sensors and complete Mine Air Quality Stations (MAQS).

We are committed to the continuous development of top-quality instrumentation for process automation solutions. We are driven by the work we do, creating global impact in the mining industry that leads to market advantages for our customers and a strong successful future for our company.

Accutron Instruments Inc. is a leading manufacturer of underground mine ventilation & automation technology founded in 1993. We are based in Sudbury, Ontario, Canada. We supply worldwide industrial markets with products and services for ventilation monitoring, process automation and optimization of mine ventilation systems to improve process efficiency and energy conservation.

APPLY BY

E-mail: careers@accutroninstruments.com
Website: <http://accutroninstruments.com/>