



Internship in the International Advertising Operations Department

Lagardère Global Advertising is the international advertising sales house within Lagardère News, exclusive to all international editions of ELLE (45 editions of ELLE, 25 editions of ELLE Decoration) and representing all media titles within the Lagardère Group and its partner publishers (Paris Match, JDD, Air France Magazine, Air France Madame, Numéro, Le Point, Challenges etc.), radio stations (Europe 1, RFM, Virgin Radio) and TV (ELLE Fictions). <https://www.lagardere-global-advertising.com/>

The Advertising Operations Department is an exclusive 2-person team, in charge of international production coordination. They have a perfect knowledge of consumer magazines worldwide, are equipped with innovative production tools, and are dedicated to LGA sales teams, advertisers and agencies all over the world.

- **Company:** ELLE International
- **Position:** International Advertising Operations Assistant
- **Location:** Levallois-Perret (Paris suburbs)
- **Department:** International Advertising Operation

Main conditions:

- English (mother tongue), Fluency in French (oral and written)
- Good understanding of Microsoft Office (PowerPoint, Excel, Word)
- Convention de Stage
- Analytical skills, dynamic, organised and excellent personal skills

Basic tasks:

- Creating and updating a global publication calendar, technical specifications and contact lists.
- Linguistic help
- Verifying and sending ad material
- Working alongside the marketing department.

How to apply:

Please send your CV and cover letter by email to:

Alice GOVART

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