

Field: Retail/ Business development



[Jaipur Gems and Jewels](#) is a Singapore-based company specializing in authentic fine jewellery, blending tradition with modernity to offer exquisite designs.

Placement description (unpaid):

We are looking for a dynamic and creative intern to join our team and contribute to our digital and client engagement efforts.

- Content Creation: Write engaging content about products for social media and catalogue purposes.
- Social Media Management: Post content on Instagram and other platforms to showcase products and engage with customers.
- Product Catalogue Management: Assist in creating and organizing product catalogues for client presentations.
- Photo Management: Handle and organize product photographs for content creation and marketing purposes.
- Data Organization: Manage and maintain content and data files systematically.

Perks:

- Opportunity to work in a creative and fast-paced environment.
- Hands-on experience with digital marketing and content management.
- Exposure to the jewellery industry and client engagement practices.

Skills required:

- Creative Writing: Strong writing skills to create compelling product descriptions and promotional content.
- Social media: Familiarity with Instagram and other social media platforms.
- Photo Management: Ability to take, organize and manage product photos effectively.
- Attention to Detail: High level of organization and precision in managing content and catalogues

Format:

- Hybrid
- Working hours TBC