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## Corporate Communications Assistant

**Company:** Syngenta Canada

**Department:** Corporate Affairs

**Reports to:** Communications Lead

**Format and location:** Virtual

**Start date:** July 2023

**Length of internship:** 8 weeks

### About Syngenta

Syngenta is a global leader in agriculture; rooted in science and dedicated to bringing plant potential to life. Each of our 28,000 employees in more than 90 countries work together to solve one of humanity's most pressing challenges: growing more food with fewer resources. A diverse workforce and an inclusive workplace environment are enablers of our ambition to be the most collaborative and trusted team in agriculture. Our employees reflect the diversity of our customers, the markets where we operate and the communities which we serve. No matter what your position, you will have a vital role in safely feeding the world and taking care of our planet. Join us and help shape the future of agriculture.

### About this job

We invite you to help us shape the future of agriculture. At Syngenta, we believe every employee has a role to play in safely feeding the world and taking care of our planet. To support that challenge, the **Canadian Corporate Affairs** team is currently seeking a **Corporate Communications Assistant**. Our successful candidate will be a confident, self-starter who is able to work both independently and as part of a team on the development and execution of a range of projects related to corporate communications.

### Essential duties & responsibilities:

- Support the execution of several communications activities, which involve research and development of content and materials, as well as meeting with employees and senior leaders.
- Preparation and support the execution of employee communications, events and company-wide meeting that are aligned with our Canadian Business Strategy.
- Project management and support external communication activities, including our corporate website, social media platforms, and public relations activities.
- Contribute to the development of corporate collateral materials, and other communications assets.

### Our ideal candidate:

- Is comfortable working independently and as part of a matrix environment.



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- Has effective planning and project management skills including taking and providing direction to support the planning, implementation, and completion of assigned projects.
- Has good time management skills and is comfortable working with various levels within the organization.
- Has good oral and written communication skills.
- Comfortable/skilled with Microsoft Office suite of products
- Ability to use InDesign, Illustrator and other production-related products is an asset, but not essential.

Syngenta is an Equal Opportunity Employer and does not discriminate in recruitment, hiring, training, promotion, or any other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity, marital or veteran status, disability, or any other legally protected status.