

Internship Centre

<https://internshipcentre.com/?p=735>

Event Management internship

Description

Our collaborator is Event management agency placed in Valencia, specialized in planning and managing all kind of events. Currently they are looking for new talented interns to join their company for a position of event management intern.

Responsibilities

- Organization of events, meetings, conferences and incentive trips.
- Cooperation with subcontractors and coordination of their work.
- Participation in the process of preparing the budget for events and its verification.
- Participation in the preparation of promotion and communication of special events.
- Participation in the preparation of loyalty and motivation programs.

Qualifications

- Experience in organizing events.
- Ability to work under time pressure.
- Bold and creative thinking.
- Independence and dynamism in action.
- Practical knowledge of MS Office package including fluent knowledge of Excel and Power Point.
- Good knowledge of English.

Job Benefits

- Good atmosphere in a friendly team.
- Deployment and support each day.
- Flexible working hours.

Hiring organization

Internship centre

Employment Type

Internship

Job Location

Valencia, Spain

Date posted

01/09/2020