

International Research Networks

The company

Location	London, UK
Contact	Vasilis Kritikakis
Type of Business	Events
Professional Work Trainee will gain ex- perience in	Events operations

Trainee's profile

Language/s required	<ul style="list-style-type: none">● English knowledge must be at an advanced level● Speaking other languages is an advantage as we have clients around the world
Faculty/Education	Events/Business/Marketing studies background
Skills required	<ul style="list-style-type: none">● Interest in the event sector● Hardworking, creative, positive and organized● Commercially creative● Able to multitask and work in fast-paced environment

Job description

Job content

- Playing an important role in the successful running of our events
- Producing and presenting researches, reports and presentations
- Assisting with various events administrative duties prior, during and after the event
- Liaising with suppliers to support the successful delivery of goods or services
- Being a key intermediary while welcoming attendees during the events
- Updating data for the events
- Preparing delegate packs and other material for the event
- Helping office manager with looking after office and food supplies
- Helping with the organisation of company incentives/Friday activities

Notes

Travel and lunch expenses will be covered