

# Internship, Events Coordinator

## Job Purpose

During a 6-9-month internship, the function supports the core team for the organization of the Emerson Global User Exchange 2018 in all phases of the realization of a solid, interesting, safe conference for major clients of Emerson

## Responsibilities

- Support the Events Coordinator in Cluj to prepare for the conference in all aspects of the tasks:
  - o Event management system administration
  - o Communication with International players
  - o Maintenance and Reporting of exchange parameters
  - o Coordination of in – and external communication related to the exchange
  - o Preparation of event check lists etc.
  
- Replace the Event Coordinator during absent
- Coordinate and manage delegated sub tasks that form part of the overall tasks
- Take responsibility for certain tasks that will contribute to the main trust of the education of the delegate
- Develop certain expertise that is relevant to the overall project

## Requirements

- Higher / university education of marketing or international Business
- Fluently in English in speaking and writing
- Ability to work with higher management
- Ability to handle stress
- Ability to add skills to the core team ideally covering
  - o Working with Photoshop
  - o Adobe program
  - o Office 365 - good command of Excel and PowerPoint
  - o WordPress content management
- Team worker not afraid of making mistakes
- Presentation skills

I would be more than happy to offer you additional information on this opening!

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