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Paid 300 euros conference and events internship in Dublin, Ireland

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Published

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Location

Dublin, Ireland

Category

Communication / Events

Job Type

Internship

Salary

300 euros/month

Languages

English, Spanish, Italian

Description

- Assist the Sales Manager with Conference/event bid production
- Accommodation & venue management
- Transport & Travel management
- Online registration
- Help update conference websites & databases
- Delegate Services: correspondence (delegates, speakers, suppliers), issuing invoices, visa letters etc.
- Onsite management - be the representative on site during the operation of the conference or event.
- Responsibility for financial and credit control over conferences assigned

Company description:

Our partner is a very well-known Tour operator located in Dublin city

Other comments

Mandatory 5 months + internship

Being enrolled at the university (only undergraduate)

Fees charged only if your intership is secured

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