



European Chamber of Commerce

# Internship

## Events & Marketing

### Objective

The primary objective of the internship in Events & Marketing is to gain experience in dealing with internal and external communication and in managing the events organized by EuroCham, ranging from prestigious gala dinners or luncheons to expert talks or networking events.

### Tasks

#### a) Event Management

- Contribute to the planning and execution of events: design of the flyers, invitations, promotion of the events, registrations, attendance, payments, assistance during the event and follow-up
- Liaise with partners, suppliers and members as well as other chambers of commerce and other partners
- Update database of potential participants

#### b) Communication

- EuroCham Website
  - Contribute to the redesign of EuroCham's website and perform regular updates
  - Help to promote & sell advertisement space on the website
- e-Newsletter
  - Contribute to the monthly e-newsletter and participate in the design and launch of an external newsletter
  - Update database of recipients
- EuroCham Directory
  - Promote the sale of the directory

### Requirements

- University studies in Marketing, Communication or Business Administration (for interns coming from overseas, a first degree, ie. Bachelor, will need to be completed)
- Fully fluent in English, other European languages are an asset
- Very good writing and visual communication/design skills
- Flexibility, outgoing, pro-active attitude and ability to work in a multicultural environment
- Ability to work in a small team, multitasking, good organizational skills and accuracy at work
- Good computer skills, advanced IT skills for websites, newsletters and data management are a strong asset
- Candidates from all nationalities are welcome to apply

### Duration: 4-6 months

### Application

Please send a CV with cover letter to [internship@eurocham.org.sg](mailto:internship@eurocham.org.sg)