



European Chamber of Commerce (Singapore)

# 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 seminar-style expert talks, networking events to prestigious luncheons or gala dinners. This role reports to the Events & Marketing Manager and Communication & Administration Manager.

### Responsibilities

#### a) Event Management

- Contribute to the planning and execution of events
  - Manage event registrations, pre and post-event, including tracking payments and attendee information
  - Design visuals, flyers, invitations and eDMs for promotion of events
  - On-site assistance during the event and post-event follow-up
- Liaise with members, other chamber of commerce, partners etc.
- CRM and database management of participants, current and potential member(s) information

#### b) Communication

- EuroCham Website
  - Perform regular updates on corporate website – events (internal & partner events), news, committees
  - Contribute ideas for potential advertisers for advertising
- e-Newsletter
  - Contribute content updates to the monthly e-newsletter

#### c) Other assignments

- Front office duties – receiving incoming calls, welcoming visitors to the office
- Addressing general enquiries from members (especially events related ones)

### 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
- Pleasant, positive and outgoing personality
- Flexible, 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
- IT savvy & familiar with Microsoft Office pack. Advanced IT skills (e.g. Photoshop) are an asset
- Candidates from all nationalities are welcome to apply



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### **Duration of internship**

6 months (*from 2 January 2019 – 28 June 2019*)

### **Compensation**

This is a paid internship. A stipend of S\$500 per month will be offered. Insurance and accommodation are not covered. These items are at the intern's own expense.

### **How to apply**

Please kindly submit a CV and motivation letter to [internship@eurocham.org.sg](mailto:internship@eurocham.org.sg).