

## TRAINEE | EVENTMANAGEMENT

You are looking for an internship in one of the leading DMC agencies in Spain where you head in new directions together with us? "AIM HIGHER" is therefore not just a slogan for you, but a task you are willing to face daily. You are flexible, curious, motivated and self-responsible working is your thing? Then you should contact us!

We offer you a full-time internship at our Valencia office, where you will get an exciting insight into event management. The minimum period is 5 months, with an average of 5 working days per week (usually Mon-Fri). We do support this internship with an expense allowance.

### ABOUT US

Maximice events group is a leading DMC in Spain, with a current roster of more than 30 international event professionals. Together we organise meetings, incentives, congresses and events for renowned agencies and companies from around the world.

From our head office in Palma de Mallorca we coordinate our units #maximice events corporate, #maximice events automotive and #maximice events congress. To professionally carry out events all over in Spain, we have independent offices with experienced teams in Ibiza, Valencia-Alicante, Malaga-Marbella, Madrid as well as together with a long-time cooperation partner in Barcelona and the Canary Islands.

### YOUR RESPONSABILITIES

#### General support tasks

- General back office tasks as database maintenance, telephone and postal services, ...
- General purchasing and taking over of errands
- Preparation of appointments and follow-up

#### Strategic & conceptual tasks

- General orientated research and processing of research results in presentation form
- Contact with suppliers for the development of new products
- Support in the development of strategies and conceptions of marketing measures
- Creation of individual presentations and booklet variants

#### Project related tasks

- Taking over defined tasks and subprojects on entry level within complex overall projects
- Support overall projects within an interdisciplinary project team in and outside the office
- Independent processing of smaller projects along the entire process chain - from conception to planning and organization until execution and follow-up

### YOUR REQUIREMENTS

- Ideally an intermediate examination in Event Management, Business Administration or Marketing
- Good written and oral expression
- High-level of English and/or German and at intermediate level of Spanish (Minimum B1)
- Command of Microsoft Office package
- Time flexibility 24/7 to assist events on-site
- Preferably with driver's licence

#### WHAT WE OFFER

- High level task diversity at one of the leading DMC agencies in Spain.
- Integration into a highly professional and international team
- Cheerfully friendly yet committed working atmosphere
- State of the art technology

#### INTERESTED?

To apply and for further information please contact our Human Resources department.

Contact Person: Virginia Dols Mora  
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