



Conference & Event Internship in Ireland

ID: CONADM1

Internship sector: Conference & Events

Administrator/Marketing Assistant – Internship

This company is an international leader in knowledge-based products and services targeted at senior executives in the financial services sector. Specialising in retail banking and cards and payments, the Group is expanding its Conference & Events service and is interested in hearing from individuals who have the relevant experience to join the team as Events Administrator/Marketing Assistant in Westport, Co. Mayo, Ireland.

The successful candidate will:

- Assist the Conference Business Manager with the administration of events globally
- Coordinate pre-event reservations, communications, etc. of event attendees, speakers and special guests, as well as staff and on-the ground event managers, accommodations & venue.
- Support overall group marketing operations by compiling, formatting, and reporting information and materials.
- Assist Marketing Manager with on and offline marketing, including but not limited to sourcing leads, creating marketing material, supporting online and social media activities, etc.

The ideal candidate will be able to add value to - and will gain valuable experience in event planning, administration and execution, client relationships, time management, leadership, and communication. A strong work ethic, the ability to meet deadlines and good project management skills are essential. Previous experience in banking/financial services or a related sector is desirable but not essential.

This is a challenging and rewarding position, and will provide the right candidate the opportunity to work with a friendly, growing company Westport, County Mayo, Ireland, voted as the “Best Place to Live in Ireland” by the Irish Times!

Location: Medium-sized town (population avg 14,000) in West of Ireland

Start date(s): Rolling start date

To apply: Type the Internship code in the “Ireland Pre-Defined Placement ID Code” box on the Ireland Options Questionnaire in your application.

<https://www.international-internships.com/?go=ireland>