

Internship in Delegate Management (Delegate Services Co-ordinator)

Conference Partners Ltd.

Conference Partners, an awarding winning company, is an international leader in the global event and conference industry. With over 13 years' experience in managing International and National conferences. Our remit is to take over the administrative headache of organising an event or conference and to ensure a smooth and effortless flow of any occasion. Our service is comprehensive however to synopsis:

- We provide advice in every area including financial management and strategic programme design
- We source the right venue, accommodation and transportation
- We guarantee impressive and creative social events
- We operate state of the art web-based software to register delegates. This is a one-stop shop which allows delegates to pre-register for a conference whilst at the same time choosing their favoured social events, accommodation and dietary requirements.

We believe that our people are central to our success. As a company we place great importance on team work and forging lasting relationships. As a result of proactively securing a large amount of business for Ireland in the coming years we are expanding and growing our company and the following internship is available. You will have the opportunity to work alongside our Registration & Membership Manager and her team allowing you to learn directly from her experience and with her guidance.

Internship Specification:

Assisting the Registration & Membership Manager with the completion of some of the following tasks;

- Registration and processing of on-line booking forms to include delegate correspondence, invoicing and bank reconciliation;
- Liaison with delegates by phone and email
- Providing administrative support in marketing and promoting conferences
- Accommodation management
- Assisting with correspondence with contracted suppliers;
- Organisation and on-site co-ordination of registration;
- Performing other administrative tasks and duties as may be required
- On a daily basis reporting to the Registration & Membership Manager Rowena Reid

Key skills required:

- Enthusiastic and willing to learn.
- Self-motivated and able to work effectively both independently and as part of a team.
- Ability to work to deadlines.
- Knowledge of MS Office would be an advantage.

Contact:

Please send your CV to Mary Cuthbert, Conference Partners Ltd

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