

Internship in Research (Sponsorship & Exhibition)

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 Sponsorship and Exhibition Sales Manager and learn directly from his experience and with his guidance.

Internship Specification:

Assisting the Sponsorship & Exhibition Sales Manager with the completion of some of the following tasks;

- Conducting thorough analysis of potential sponsors and exhibitors.
- Research, manage, maintain and develop databases.
- Assisting the Sponsorship & Exhibition Sales Manager in executing the marketing plan for sponsorship sales.
- Administrative support and assisting with association conference research projects.
- Assisting in the administration of compiling bid documents, tender documents and sales presentations.
- On a daily basis reporting to the Sponsorship & Exhibition Sales Manager Colm O'Grady.

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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