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## SYNERGY & COMPETENCE

### Internship – Conference Management

We are looking for an intern to support our team in the Conference Management Department at K.I.T. Group Berlin Head Office for the period of **April 2019 until September 2019**.

#### Who are we?

K.I.T. Group started over thirty years ago with our headquarters in Berlin. Our roots are in Europe, but our expertise is now practiced throughout the world, giving the company a true global presence. Our wealth of experience, highly qualified multilingual staff, innovative communication and data technologies, high-grade technical know-how and a network of experts all make K.I.T. Group a preferred partner for many associations, organisations and companies.

#### Position offered

The successful applicant will assist the team in the preparation and completion of the organisation of a medical conference. This includes the possibility of travel within and outside Europe to be onsite.

#### Your Profile

- Fluent in English
- Excellent communication skills
- Ability to work in a team
- Self-motivated
- Reliable
- Strong customer-service skills
- Computer knowledge: Microsoft Office, especially Excel

#### Contact

Please email your motivation letter and CV to:

[praktikant@kit-group.org](mailto:praktikant@kit-group.org)