
SYNERGY & COMPETENCE

Internships – Delegate Services & Conference Accommodation

We are looking for interns to support our team in Delegate Services & Conference Accommodation Department at K.I.T. Group Berlin Head Office in the periods of:

- **March 2019 until July 2019**
- **May 2019 until October 2019**
- **August 2019 until December 2019.**

Who we are

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 Europe to be on location.

- Follow-up of e-mail blasts and mailings
- Handling of incoming registration requests through our software
- Customer service by e-mail and phone and possibly onsite
- Hotel bookings

Your Profile

- Fluency in English
- Excellent communication skills
- Ability to work in a team
- Proactive, flexible, able to react to changing circumstances
- Education background in Event & Project Management, Tourism & Hotels, or Business & Administration would be appreciated
- Some experience in the field would be an advantage

Contact

Please email your motivation letter and CV to: praktikant@kit-group.org