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## SYNERGY & COMPETENCE

### Internship – Programme and Content Development (PCD)

We are looking for interns to support our team in our Programme and Content Department at K.I.T. Group Berlin Head Office starting from **February 2019 for a period of 4 months**.

#### Who we are

K.I.T. Group started over thirty years ago with our headquarters in Berlin, but we now consider the world our office. We have our roots in Europe, but the world is where we spread our expertise.

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 organisations of international conferences.

- Assistance and support in project work of congresses
- Usage of several web-based tools, daily support on these tools
- Support service for abstract authors, speakers and committee members
- Creation of documents as well as different mailings
- Creation of different statistics
- Organization of speaker management

#### Your Profile

- Computer knowledge: Microsoft Office (especially Excel)
- English and German fluent
- Flexibility, ability to work in a team

#### Contact

Please email your motivation letter and CV to:

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