

## **Assistant Marketing Coordinator 6-12 month-internship commencing asap**

### **The opportunity**

This is a unique opportunity to gain hands-on marketing experience in the dynamic environment of a multinational trade show company. Based in the company's Brussels HQ you will report directly to the Group Marketing Manager, assisting with the identification of partners and sponsors, promotion of our main brands as well as the execution of marketing material. You will also gain knowledge of business-to-business sectors such as industrial technologies, packaging and retail services.

You will work on two main projects with the following tasks:

### **Partnerships / Sponsorships:**

- Research of potential partners / sponsors
- Analysis and proposal
- Meeting preparation
- Implementation and follow-up (coordination with local offices and partners / sponsors)

### **Promotion of SOLIDS and PACKAGING INNOVATIONS European Series:**

The SOLIDS European Series and the PACKAGING INNOVATIONS European Series are trade shows with editions in several European countries. This requires central coordination to ensure alignment and synergies. Your tasks will include:

- Implementation of action plan
- Follow-up with local offices
- Material update and production (Web landing pages, brochures, onsite material, ads)
- Coordination (between local offices (marketing and sales), suppliers, Group Sales and Marketing)

### **About easyFairs®**

easyFairs is an organiser of business-to-business trade shows in Europe and Latin America. The easyFairs concept is based on rapid deployment of new shows. Our simplified format gives exhibitors a cost-effective sales platform (with a complete package available from around €2500). It also delivers an exciting but free and time-effective package of show content for visitors. The focus of these professional events is "simply doing business".

easyFairs has offices throughout Europe and in Colombia, and currently organises shows in Austria, Belgium, Colombia, Denmark, Finland, Germany, Ireland, The Netherlands, Norway, Poland, Russia, Spain, Sweden, Switzerland, and the United Kingdom. For more information visit our website [www.easyFairs.com](http://www.easyFairs.com)

### **Profile**

Candidates must be able to demonstrate some relevant work experience, a high degree of self-motivation and the ability to work in an international/multilingual environment.

### **Skills**

- Organisational skills
- Attention to detail
- Flexibility and initiative
- Fluency in English (our working language across all 11 offices)
- Competence in other European language(s) would be a strong asset (French, German, Spanish, Dutch...)
- Computer literacy (MS Office)

### **Interested?**

Send your CV and application letter in English with the reference AMC2011 to [jobs@easyFairs.com](mailto:jobs@easyFairs.com)