

Job Title: INTERN, Trade Missions & Events Department

Location: Hybrid

Job Type: Fulltime / 6-month internship

Job Overview

We are seeking a highly organized, proactive, and detail-oriented Intern to support our **Trade missions & Events department**. In this role, you will assist with the planning, coordination, and execution of international trade missions, business events, and other related activities. This role would also help as a learning opportunity in the field of market entry and events. This position requires strong communication skills, cultural awareness, and a passion for international business development.

Key Responsibilities

- **Event Coordination:** Assist in the planning and management of international trade events, business missions, and industry conferences. This includes logistics, scheduling, vendor management, and preparing event materials.
- **Travel & Logistics Coordination:** Help organize travel arrangements for delegates and participants, including flights, accommodation, transportation, and visa processes.
- **Vendor sourcing:** assist in sourcing and on-boarding vendors that provide international standards products and services.
- **Documentation & Reporting:** Prepare reports, presentations, and other documents for meetings and briefings. Ensure all documentation for international missions is up-to-date and accurately reflects progress.
- **On-Site Support:** Provide on-site assistance during trade missions, conferences, and events to ensure seamless execution and troubleshoot any challenges as they arise. This includes venue set up and tear down.

Qualifications

- **Education:** Degree in International Business, Trade, Marketing, Event Management, or a related field.

- **Experience:** Previous experience in organising events and working in a multicultural or global setting is a plus. Willingness to learn is of importance
- **Skills:**
 - Strong organizational skills and attention to detail.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and event management software.
 - Knowledge of CRM tools or project management software (e.g., Salesforce, Trello, Asana etc) is advantageous.

Personal Attributes

- Strong problem-solving abilities and a proactive approach to tasks
- Ability to learn fast
- Able to work under pressure and adapt to changing priorities
- Good interpersonal skills and ability to work in a team
- Ability to complete tasks with little supervision

Benefits

- Internship allowance
- HMO and pension
- 2 days work from home
- Conducive work environment