



PUBLISHING PRODUCTION ASSISTANT INTERNSHIP

REF. No. 852

About us

Organising ten events per year in Europe, America and Asia, we specialise in business-to-business trade events for the hospitality industry. The events are called Forums and are exciting networking tradeshows where suppliers and buyers from the Meetings, Incentives, Conference and Events (MICE) and Leisure sectors meet during one-on-one meetings.

Number of employees

50

Tasks

- User information management and editing
- Uploading and editing content on our online event platform
- To assist with sub-editing pages for print
- Liaising with other departments to ensure the smooth running of the production process

Skills needed

- Good computer skills
- Knowledge of Excel
- Excellent written and spoken English
- Basic math skills

Skills to be acquired

- Customer service
- Administration
- Use of Content Management Systems
- Project management

Duration of the internship

3-4 months

PRAKTIKUM IN LONDON



Office languages

English as main language, also French and Spanish

Location

Euston, London

Financial support

Allowance of up to £250 per month towards lunches and travel expenses

Office hours

Monday-Friday 9.50am-5.30pm, 1 hour lunch break