



# We are hiring on a 6 months part-time virtual events internship

At Paloma Tours and PROevents & Conference, we offer you the chance to build a career in (virtual) event industry giving you the opportunity to input your unique personality and to become the best version of yourself. We are counting on you to bring a new perspective and to help us become even better, too.

Join us and build your career path with exceptional experience.



## About our companies:

Paloma Tours is a well-established Romanian Business Travel Company with over 25 years of experience in the market.

Our company is committed to deliver Excellence in Service at each step. Beyond words, we put the client on the top place when creating the product (a simple service or a congress), offering our customers creative projects.

PROevents&Conference is your partner in organizing congresses, seminars and conferences. From the bidding stage until we shape up the congress program (and beyond) we rely on our experience in order to provide integrated services for our clients. This holistic view assures us we have successful events every time.

Congresses have become indispensable: not only for sharing scientific experience but also as a key element in most companies and associations' communication strategies.

Due to the global situation caused by Covid-19, we had to quickly adapt in order to keep the company alive. Taking into account our mission and vision, we aim to deliver excellence in service, even in the online environment.



## To qualify for the intern role you must be:

- A Student or graduate of University in the field of Economics
- Comfortable working in a diverse environment where no two days are the same;



## Your Key Responsibilities:

- Responsible for implementing events platform, actively working with Project Managers and external suppliers;
- Assist the Event Manager as required in order to drive effective brand implementation and communication
- Understand the full events market development in terms of industry
- Come up with innovative ideas



## Skills and attributes for success:

- Deep interest and curiosity in all aspects of online and offline events
- Highly motivated
- Positive attitude
- Quick learner
- Project Management skills with the ability to work as part of a team or lead independently to ensure work is delivered on time, on budget and to specification;
- Excellent verbal and written English language communications skills
- Proficiency in Microsoft Office
- Excellent Time Management skills



## It is a plus to have:

- Experience working in a business to business marketing environment;
- Marketing knowledge
- Word press / HTML experience
- Design and video editing skills
- Social Media expertise



## What we offer:

- Constant Training: You'll develop the mindset and skills to navigate whatever comes next.
- Positive Results: We will provide all the information and trainings, so you can make a meaningful impact, your way.
- Leadership: We will give you all the insights, trainings and confidence to be a true leader
- Certificate of Completion
- Possibility of a full-time position within our company



## Where will you be working?

- In our offices from Cluj-Napoca and Bucharest

**Submit your resume until 10<sup>th</sup> of May at [ramona.blenche@palomatours.com](mailto:ramona.blenche@palomatours.com)**