



Koelnmesse Pte Ltd

Koelnmesse is one of the world's largest trade fair companies. Its more than 70 trade fairs and exhibitions have the broadest international scope in the industry. Our international business activities focus on the Asia region. Koelnmesse Pte Ltd, in Singapore, is the regional headquarters for the Asia Pacific market. The majority of our foreign fairs are held here, in places such as China, Singapore, Thailand and Macau.

We are looking to fill the following position from 1st August to 31st December 2013:

Intern/Trainee Business Unit Digital New Media

Responsibilities:

In your role you will be expected to:

- Contribute to the SIGGRAPH Asia 2013 team in close collaboration with the sales manager as well as the conference manager
- Assist in following up with confirmed exhibitors on their trade fair participation including the collection of order forms, the collection of catalogue info and preparation for publication, answering of inquiries, etc.
- Assist in the management of the online and onsite registration process for conference attendees and exhibition visitors
- Invoicing and collection process for exhibitors and conference attendees
- Ticket sales for the conference (via phone and email)
- General customer support for conference attendees via email and telephone
- Assist the Conference Manager in
 - issuing invitation and visa application letters
 - issuing confirmation letters and official certificates for presenters/speakers and conference volunteers
 - preparation of information for marketing materials (website, conference guide, email blasts etc)
 - database maintenance

Requirements:

Successful applicants should be fluent in both written and spoken English. Basic MS Office skills (especially MS Excel) are a given. The position requires a strong sense of responsibility, team work capabilities and the ability to deliver results independently. Further to cultural sensitivity and an interest in the Asian business culture, the applicant should be a good communicator. Interest in events and/or computer graphics are a plus.

If you are interested in the position, please submit your application (CV and cover letter) via email to

Koelnmesse Pte Ltd
Daniel Schmidt
152 Beach Road, #25-05 Gateway East
Singapore 189721

at d.schmidt@koelnmesse.com.sg.

Successful applicants will receive a monthly accommodation allowance (which may depending on your choice of accommodation not cover the costs fully) and a small salary. Details are available upon successful application.

For more details about Koelnmesse Pte Ltd Singapore please refer to our website at www.koelnmesse.com.sg.