

Traineeship in Event Management (MICE) – Valencia, Spain

We are currently looking for a motivated trainee to join our team in Valencia at the beginning of August 2017. The minimum duration of the traineeship is 6 months and it will be remunerated.

Maximice events group is one of the largest owner-run DMCs and event agencies in Spain with offices in Palma de Mallorca (head office), Ibiza, Valencia, Madrid and Barcelona. We are specialised in MICE and automotive events and operate in 10 Spanish destinations. Since your main working language will be Spanish we require you to have a good command of Spanish (minimum B1 level).

Your tasks:

- Administration of the database
- Getting to know the most important local suppliers
- Handling incoming requests
- Concept creation for events
- Preparation of presentations
- Preparation of quotation costing
- Correspondence and telephone conversations with customers and suppliers (in Spanish, English and German)
- Preparation of contracts for confirmed events
- Planning steps for the organisation of events
- Implementation of events (depending on your commitment with the internships)
- Billing and closing of accounts
- Closing of accounting of events

You will perform all these tasks under the guidance and in collaboration with experienced project managers.

Your qualifications:

- First professional experience or studies in the field of Event, Tourism, International business and/or Hotel Management
- Fluent in German as well as advanced Spanish (minimum B1) and English language skills
- Comfortable with MS Office applications (Outlook, PowerPoint and Excel in particular)
- Interest in the Spanish mainland
- Independent, well structured, target-oriented and conscientious working manner
- Enjoy working in a team and highly developed social skills

What we offer you:

- Attractive working environment in the old town of Valencia
- An exciting job in a highly motivated, competent and international team
- Exciting project work for well-known clients of various sectors

We look forward to receiving your application (in English and/or Spanish) to jobs@maximice-events-group.com. For further information about the company visit www.maximice-events-group.com.