



Horizons is a leading recruitment company specializing in expert and middle management positions with 13 years of experience on the Bulgarian market. Our team consists of business oriented consultants with industrial specialization, professional understanding of the business trends and a pro-active approach towards recruiting and hiring through different methodologies and innovations.

We are looking for:

Marketing and event management Intern

You'll be responsible for:

- Communication with clients, partners and participants in the events
- Communication and meetings with subcontractors, specifying details about the events
- Event management – registration of participants, venue setup
- Maintaining and developing client's database
- Research and systematization of information for various industries
- Preparation of advertising materials
- Maintaining and updating the website of the organization and corporate profiles on social networks
- Providing general support to other team members

We expect from you:

- Knowledge in the areas of Marketing, Public Relations and Event Management
- Excellent communication skills and fluent English (fluency in other European languages is an advantage)
- Proactive approach, flexibility and creativity in communication
- Good computer literacy – Word, Excel, PowerPoint, Outlook
- Graphic design skills would be considered an advantage
- Interest in Human Resource Management
- Ability to quickly grasp new knowledge
- Strong team player with pronounced prioritizing abilities
- Curiosity for business matters and current market trends

We offer:

- Opportunity for professional development in a supportive and positive environment and cooperation with great colleagues.
- Flexible working time (part-time or full-time)
- Paid internship

To apply, send us a CV.

Only short-listed candidates will be contacted.

Your personal information will be used only for the purpose of the recruitment process and will be treated with confidentiality and respect. Confidentiality is guaranteed and protected by law.

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