



**Denomination of the position**

**Intern, Events Management**

### **DUTIES & RESPONSIBILITIES**

- Assist in conducting market research related to event planning and industry trends.
- Support events/project preparation by executing, gathering and assisting with all that is required.
- Perform basic data mining and analysis to support memberships department or event planning.
- Attend meetings and take minutes to ensure accurate documentation.
- Undertake any other tasks assigned by the Supervisor to support the Events team.

### **REQUIREMENTS**

- Able to commit to full-time internship between 4 to 6 months.
- Pursuing a degree or equivalent.
- Proven ability to appropriately handle sensitive information when required.
- Excellent interpersonal and communication skills.
- Self-motivated, collaborative with a strong focus on service delivery, quality and efficiency.
- Well-organised with good time management in completing given tasks.

Please send us your CV and duration of internship via email to [hr@malaysia.ahk.de](mailto:hr@malaysia.ahk.de)

**Only shortlisted applicants will be notified**