



EVENT ASSISTANT – INTERN

On behalf of our client, multinational investment management corporation BlackRock, Manpower Group Serbia is searching for a motivated candidate to take the challenge and to successfully fulfil the position of: **Event Assistant Intern.**

You are: responsible, devoted, team player, detail oriented, flexible, proactive and goal oriented

Main responsibilities:

- Event Planning
- Assisting with the preparation of BLK attendance at third party events
- Organizing virtual events, working group meetings
- Participating in the brainstorming coordinate tasks with other marketing teams
- Assisting with negotiations and booking of events
- Preparing nametags, materials, gift bags, registration lists, etc.
- Set up/breakdown event space as necessary Event administration
- Keep track of all third-party events in the public and private market space
- Assisting with periodic reports (Post event News)
- Collaborating closely with Content Marketing & Lead Generation teams

Qualifications:

Must have:

- Fluent in English
- Excel expert
- Responsible and analytic
- Excellent time management skills
- Marketing background is preferable, but it's not mandatory (close to or recently graduated Bachelor or master's degree)
- Passionate about events
- Pays attention to details

Should have:

- Strong organizational skills
- Strong interpersonal skills
- A team player who is able to work independently
- Good time management and an ability to multitask/balance parallel work stream

What we offer you:

- Paid internship
- Working in a young and enthusiastic team
- Possibility to grow your career and enhance your professional skills

Don't hesitate to send your CV until 5th August to dunja.kostovic@manpowergroup.rs