

## Events internship opportunity close to Cancun Mexico

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Published

13/09/2018

Location

Tulum, Mexico

Category

Events

Job Type

Internship

Duration of internship

4 months

Base salary

\$0

Benefits

accommodation and meals

Work Hours

48 hours/week

Languages

English (B2), Spanish (B1)

Line of business

Tourisme, hôtellerie

### Description

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As Events intern in the hotel you will participate in several aspects: from business/sales tasks to events organisation (wedding planner, conferences, celebrations, etc). If you plan to start an Event manager career, this internship is a good option to discover this industry.

### Responsibilities

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- Organization of corporate events management for Meetings or the individual (weddings, celebrations ...) /Sending quotes, contracts, invoices ... / Reception calls
- Administrative tasks: billing, archives, internal documentation /Visits with internal clients (companies and individuals) /Marketing and Advertising. Pack office or notions of advertising programs / Action Plans Commercial / Welcome customers at restaurant in lunch time.

- Coordination with other departments / Contact Customer /Management of suggestions and complaints

## Company's presentation

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Our partner is a renowned resort located next to Tulum on the Riviera Maya. The Resort is designed for an all-inclusive stay for guests: restaurants, swimming pools, bars, gym, private beach, shops and nightclub make this place the perfect place for tourists from all over the world.

## Profile required

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You are fluent in English, intermediate Spanish. Available from 4 to 6 months with internship agreement mandatory.

You are organised, proactive and details oriented.

## Recruitment process

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First Skype interview with PIC Management and presentation of vacancies. Confirm the vacancy with your school (internship agreement) and activate your application.

Fee charged only once the internship is secured with the host company you previously chose. 385 euros for a 3 months internship, 15 euros/additional week

Apply online or send your CV at [students@pic-management.com](mailto:students@pic-management.com)