

Colloquium is recruiting 1 trainee for Sales Department

School contract required

Colloquium is opening a creative administrative support position within its Brussels office. You will assist the Sales Manager in his day to day tasks regarding the Professional Congress Organization market.

Job description and responsibilities

Sales department: European and Belgian market

- Set up and maintain clients databases and prospects,
- Research potential leads, RFPs, etc.
- Help in the preparation of offers for Congresses and events, create budgets,
- Proceed to market studies and market researches,
- Analyse Congress destinations and venues,
- Inquire suppliers...

Profile, requirements

Qualifications and experience

- A good command of English both verbal and written (the working knowledge of French is an asset),
- Very good computer literacy, including but not limited to: MS Word, Excel, Outlook, PowerPoint, Photoshop, web skills, etc.
- Strong administrative skills.

Other skills required

- Ready to automate business processes,
- Interpersonal skills,
- Proactive and creative,
- Well organized and able to handle multiple tasks at once,
- Good attention to detail and accuracy,
- Good written and verbal communications skills,
- Flexible and available.

We are offering

- A motivating, multilingual and multicultural working environment,
- Professional recognition and education,
- International networking opportunities in a expanding company.

Contact

If you fulfil the key qualifications required, please send your cover letter and CV by email to: internship@clq-group.com

Object : Sales Dep. internship



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joining forces

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