



## Event trainee

Tipik is a Brussels-based communication agency with a strong events department. We're looking for an event intern for a minimum of two months to join the department.

### Tasks

- Helping to develop ideas and concepts for events and pitches
- Managing participant travel and accommodation
- On-site presence at events
- Helping to manage suppliers
- Attending client meetings

### Requirements

- Excellent organisational skills
- Flexible
- Good people skills
- Able to cope well with stress
- Good command of English, both spoken and written
- Comfortable using Word and Excel

### Working hours

Monday-Friday, 9:00-17:30. Flexibility will be required during and before events.

The traineeship is unpaid and is for people still in education only.

Interested? Please send your CV with a short cover letter to: [jobs@tipik.eu](mailto:jobs@tipik.eu)