

# CONFERENCE & EVENTS INTERN COORDINATOR

**Company:** AME Trade Ltd

**Position:** Conference & Events Intern Coordinator

## About

AME Trade Ltd is one of the leading event organisers on the African continent. We organise more than ten conferences/exhibitions per annum, in the mining, oil and gas, energy and finance sectors. We are a dynamic, young and rapidly developing company working in exciting emerging markets.

## The role:

- To build in house database including delegates and exhibitors lists
- To handle badges list
- To help coordinating logistics for the event
- To manage the information supplied by the clients as flight details
- To manage the hotel accommodation bookings
- To process visa letter for clients
- To assist the Project Managers in the administration of the event

## Who are we looking for:

- A dynamic person who can multitask and work under pressure
- A person with initiative and with problem solving attitude
- Excellent interpersonal and customer service skills
- High Attention for details
- Strong communication skills in English and other languages will be considered as a bonus
- Educated to at least graduate level

Transportation and lunch expenses will be covered

**For further information please contact: [careers@ametrade.org](mailto:careers@ametrade.org)**