

# MARKETING COORDINATOR CONFERENCES & EVENTS

**Company:** AME Trade Ltd

**Position:** Conference and Events Marketing Internship

## About

AME Trade Ltd is one of the leading event organisers on the African continent. We organise annual 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 press to promote our events
- To make sure that our events are marketed in relevant media outlets including magazines, online, radio and television if deemed necessary
- To arrange media partnerships with relevant press and formulate a marketing campaign cycle for all events that we organise
- To develop new contacts with media organisations we are not in touch with
- To write marketing material and copy for our events, brochures, press releases, website text etc
- To analyse returns on marketing budget for each event
- To perform any administrative tasks as deemed necessary
- To travel to our events and to deal in a professional manner with clients on site
- To work with our designers to produce attractive promotional materials including brochures, catalogues, websites etc.

## Who are we looking for:

- Additional languages skills including: French
- A dynamic person who can enhance the visibility and coverage of our events worldwide
- A person with initiative who can develop new marketing division and media relationships and improve the quality of our marketing materials
- Excellent interpersonal skills and eye for detail
- You should expect to travel occasionally and work in challenging conditions
- 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)**