

TEAM SYNERGY

P R I V A T E L I M I T E D

Host Employer:	Team Synergy Pte Ltd
Internship Position:	Event Executive
Industry:	Management Consulting
Department:	Sales and Marketing
Duration:	Between early May to end Aug (minimum 10 weeks internship)
Internship Location:	Singapore
Job Code:	A1040
Company Website:	www.teamsynergy.com.sg

Team Synergy specializes in providing event conceptualizations, designs, and event management services for special events such as product launches, media press conferences, road shows, exhibitions, seminars, official openings and more.

Job Summary

Team Synergy is seeking enthusiastic and creative interns to join our dynamic event planning team as Event Executives. This internship offers a unique opportunity to gain hands-on experience in event management and social media promotion. Interns will be exposed to various aspects of event organization, from planning and execution to proposing innovative ideas and strategies.

Related Disciplines

FB, MM, FH, SHTM

Key Duties and Responsibilities

Key Responsibilities:

1. Assist in the planning and coordination of events, ensuring all details are meticulously managed.
2. Develop and propose creative event concepts and themes.
3. Support the promotion of events through social media channels and other marketing efforts.
4. Collaborate with team members to ensure seamless execution of events.
5. Engage with clients and vendors to build and maintain strong relationships.
6. Give ideas for every event that come our way.
7. Source for costing from the vendor needed for the event.

Job Requirements:

Possible challenges:

1. Have to work irregular hours during event days (weekend included)
2. Effectively multitask to handle multiple projects simultaneously

Essential Attributes:

1. Strong organizational and multitasking skills.
2. Excellent communication and interpersonal abilities.
3. Creative thinking and problem-solving skills.
4. Passion for event planning and a keen interest in social media marketing.

Desirable Attributes:

1. Ability to work in a fast-paced and collaborative environment.
2. Students majoring in marketing / events planning is a plus.

Language Requirements

English (Spoken), (Written)
Mandarin (Spoken)

Working Days and Working Hours

5 days a week, Monday to Friday
9 am to 6 pm, with 1 hour lunch break

Benefits provided, if applicable

N/A

