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Sales and events internship in Mexico

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Location

Cancun, Mexico

Category

Communication / Events

Job Type

Internship

Benefits

accommodation and 1 meal/day

Languages

English, Spanish



Description

Commercial Department and events

Organization of corporate events management for Meetings or the individual (weddings, celebrations ...) / Sending quotes, contracts, invoices ... / Reception calls

Administrative tasks: billing, archives, internal documentation / Visits with internal clients (companies and individuals) / Marketing and Advertising. Pack office or notions of advertising programs / Action Plans Commercial / Welcome customers at restaurant in lunch time.

Coordination with other departments / Contact Customer / Management of suggestions and complaints

Company description:

Luxury hotel based in Riviera Maya, Mexico

Other comments

4 to 6 months internship

Apply

(CV, cover letter, photo) max:990Kb

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