



Deutsche Messe

Hannover Fairs México
Av. Paseo de la Reforma 381, 1er Piso
Del. Cuauhtémoc
CP 06500
Mexico City

In our Mexico City office, we are looking for a:

Special Projects Intern (3 to 6 months)

The intern will assist in:

- creating marketing collaterals including emails, flyers, brochures, etc.
- implementation and follow-up of marketing activities
- developing an exhibitor/visitor promotion campaign and implementation of it
- developing marketing/sales plans
- research and validate leads
- assist exhibitors and attendees
- data entry & maintaining customer relationship management system
- online research
- lead qualification by phone
- appointment setting for project director by phone and e-mail
- surveying attendees at local and regional industry events
- help with sector specific marketing outreach (e-mail campaigns, social media, etc.)
- help with administrative work in the office (answering phones, ordering office supplies)

Good knowledge of written and spoken Spanish & English is required. Start date is **October 15th, 2017**. The intern is responsible for transportation, housing and all the necessary documents to Mexico (no visa is required for a stay up to 180 days), but he/she will receive a stipend of 5.000 MXN net per month.

If interested, please submit your resume and cover letter explaining why you are interested and why we should select you. We must receive your application by **September 15th**.

About Hannover Fairs México

Hannover Fairs México SA de CV is the Mexican subsidiary of Deutsche Messe. Hannover Fairs México organizes exhibitions such as Magna Expo Mueblera Industrial & Magna Expo Mobiliario e Interiores. Another task of HFM is the acquisition of exhibitors and visitors for our events in Hannover.

Send your application to: eduardo.lopez@hfmexico.mx

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