



Introduction

smallWORLD focuses in Event Management – management of events from back to end – and Team Building. We work mainly on corporate events but we also work with associations, governments and non-profit organizations.

We have the largest portfolio of team building activities in Macau and the most experienced team in the creation and production of exceptional programs. No one in Macau has implemented more programs than our event planners!

Job Description

Job Title:	Events Assistant
Duration:	6 calendar months (early January to end June)
How to apply:	Send your CV to admin@eventpros.biz

Job Description

Interns will be integrated into a small hands-on, unique events team, having the opportunity to handle and gain experience in a full range of activities.

- Office administrative work and office logistics.
- Dealing with suppliers.
- Prepare proposals and support on developing sales tools.
- Plan and hands-on work in turn-key MICE events, accessing clients' needs and objectives.
- Manage all post-event activities, such as supplier payments and feedback based on clients' experiences.

Download our company profile here:

<http://smallworldexperience.com/downloads>