

Vertigo

we're hiring interns

Assistant manager
Communication & marketing
Event management

Want to work in
a dynamic workspace
a site full of history
a place of improvement
a youth environnement
where one can growth

Assistant manager internship

AT VERTIGO & JALOUSY - LOVE IS ALL SPRL

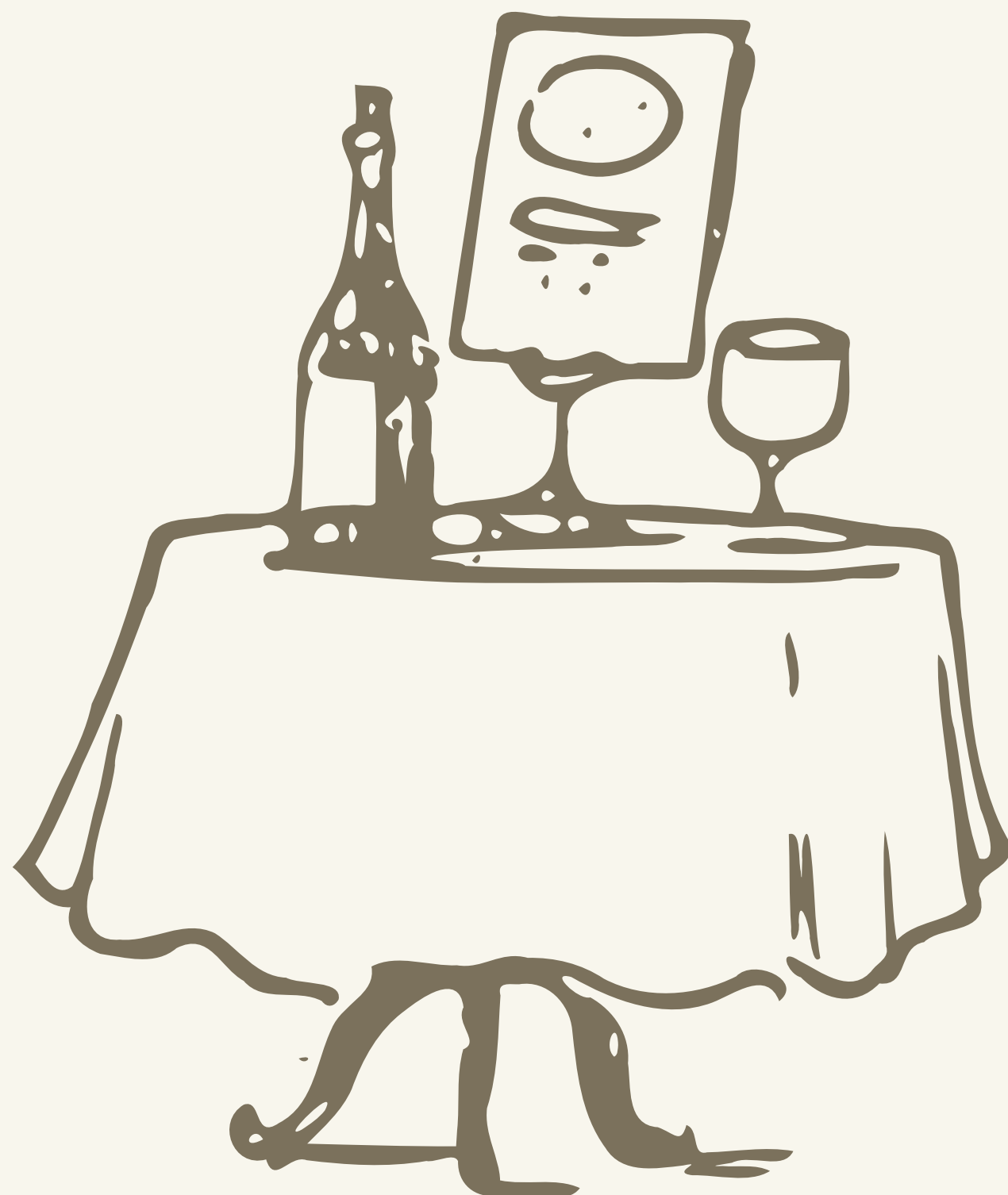
TASKS

- Accounting
 - Invoice encoding
 - Maintaining the accounting book
 - Monitoring customer/supplier accounts
- Financial and tax analysis
- Market study
 - Use of management software
 - Inventory management
 - Delivery note encoding
- Assistance & communication within the company (internal & external)
 - Event organisation assistance
 - Prospecting potential clients
- ...

The list is not exhaustive.

Interested? Send your CV to Laura:
info@is-this-love.be

Minimum: 3 months*



Communication & marketing internship

AT VERTIGO & JALOUSY - LOVE IS ALL SPRL

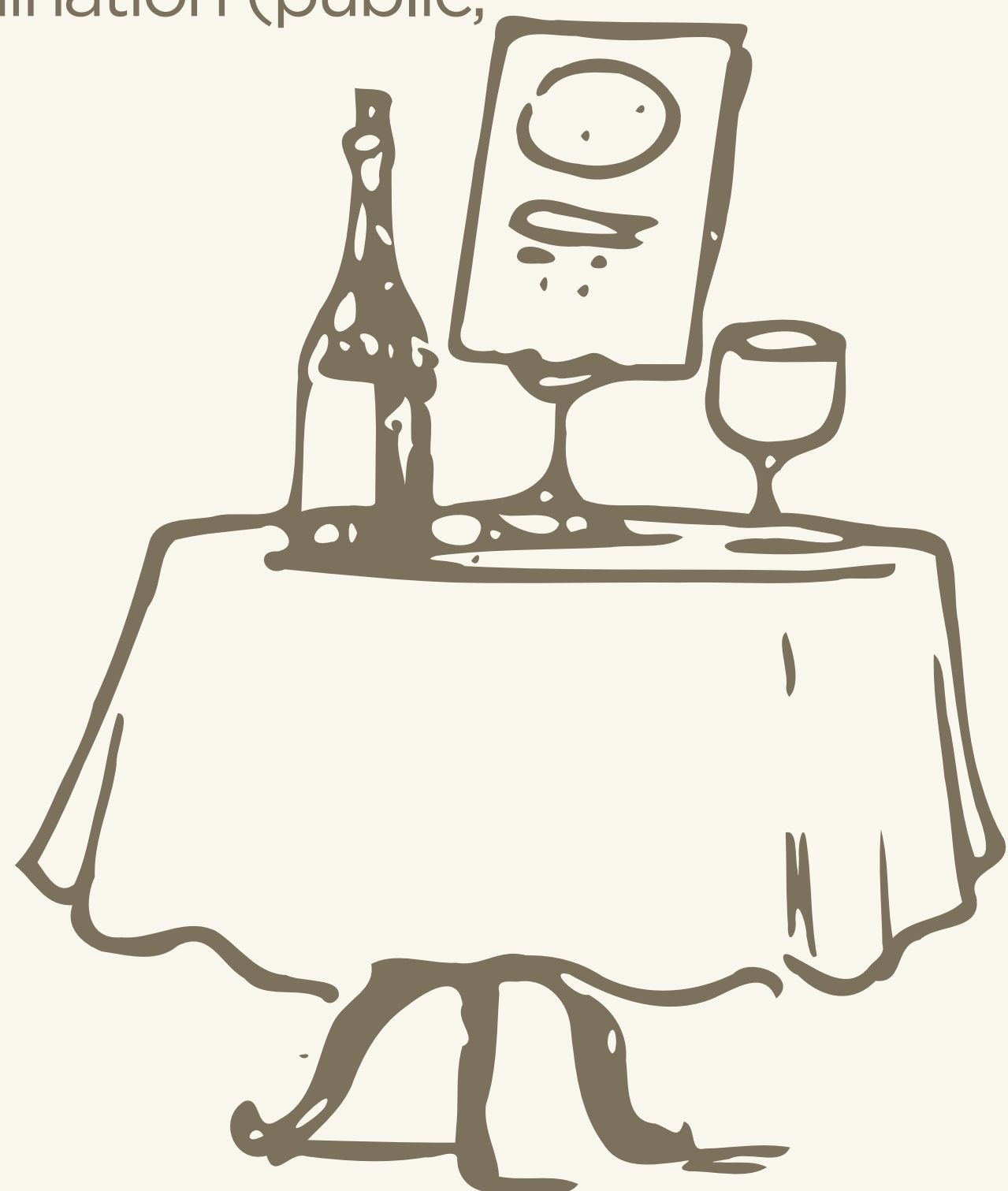
TASKS

- Content creation and management (meta planner, canva, madmimi, ...)
- Report preparation (performance, improvements, ...)
- Communicating the company's image (values, storytelling, ...)
- Market analysis and study (competition, ...)
- Partnership development (collaboration, suppliers, ...)
- Updating and improving internal communication within the company (notion, growzer, lightspeed, ...)
- Assisting in event creation and dissemination (public, private, corporate, ...)
- Business management assistance
- ...

The list is not exhaustive.

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Event management internship

AT VERTIGO & JALOUSY - LOVE IS ALL SPRL

TASKS

- Communication with clients (French & English required)
 - Initial contact
 - Discussion & quotes
 - Setup & execution on the day
 - Customer service before/after events
- Event organisation (internal & external)
- Prospecting
- Logistics management (suppliers, partners, storage, etc.)
- Budget management
- Risk & feasibility management
- Communication about various events
- ...

The list is not exhaustive.

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Minimum: 3 months*

