

CONFERENCE COORDINATOR ADMINISTRATIVE INTERNSHIP IN NHC

Nordic Hotel Consulting (NHC) is currently looking for an intern to pursue an administrative internship with focus on conference coordination in the Copenhagen office in the period between 1 February 2019 - 31 July 2019. The internship will primarily focus on the coordination of the NHC-Conference (www.nhc-conference.com), which is held end of May/beginning of June, in Copenhagen. So if you have a strong gene for event coordination and know how to do multiple assignments at once – this is an internship for you.

The main tasks will include:

Pre-conference preparation

- Coordination with delegates, speakers, venue, sponsors, helpers, photographer and other stakeholders
- Designing and producing all print material (posters, roll-ups, program, name tags, etc.) in collaboration with the NHC team, the external graphical designer and print agency.
- Producing and updating all online presence (primarily the two websites and LinkedIn) in collaboration with the NHC team and the external web designer.
- Formulating and producing marketing and promotions (Newsletter, press release, e-mail blasts)
- Financial coordination and control (budgeting, RFPs, comparing offers, payments)
- And several other task related to organizing the conference

Conference execution

- You will be responsible for the execution of the conference and pre-conference networking events (delegate and speaker registration, presenter/moderator presentations on screen, coordination with technical staff, f&b staff, DJ, etc.

Post conference

- Coordination with photographer, post conference marketing.
- Financial coordination and control (profit & losses, payments)
- Evaluation and guide update

As NHC is a small company with a broad offer of services and wide scope of stakeholders and clients, employment at NHC is dynamic and contains many diverse assignments. The main tasks and responsibilities for the future intern at NHC is not limited to the above and will also include:

- Research, data- processing and presentation
- Support to consultants – depending on current assignments, this could include feasibility studies, valuations, asset presentations etc.
- Development and maintenance of the internal research database
- Archiving and maintenance of cases database
- Updating the NHC homepage
- Execution of internal analyses.
- Various minor assignments (meeting minutes, etc.)

The main tasks and areas of responsibility will automatically evolve in correlation with the intern's abilities and ambitions to solve the proposed assignments.

As an intern in NHC, you will get thorough knowhow of the Nordic hotel industry and tap into the strong NHC network. Consulting is not always nine to five, and neither is an internship in consulting. Hence, we expect that you are determined to respect deadlines and standards. In NHC we love hotels and restaurants, and spend most of our time researching, experiencing, debating and developing them. We embrace the flat Scandinavian hierarchy structure, and you will sit across the table from partners and consultants – ready to help and share experiences with you.

Your qualifications:

- Fluent in English
- Fluency in a Scandinavian language (Danish, Norwegian or Swedish) is **not a must**, but a considerable advantage
- Good organizational and coordination skills
- Experience from event coordination is a considerable advantage
- Good analytical skill set
- Comfortable in Excel
- Thrives with many simultaneous assignments
- Good ability to work independently and in a team
- Attention to detail
- Good communication skills, written and oral
- Motivated and engaged, full of ideas and initiative.
- Deep understanding of the confidentiality level in regards to NHC clients and assignments

About NHC-Conference

The NHC-Conference is the leading international hotel investment and development conference focusing on the Nordic hotel market. The conference has successfully been organized since 2010 (previously the HotCop conference) and grown to become the premier Nordic hotel investment and development event. The conference offers extensive knowledge and information sharing with a combination of presentations, interview sessions and panel discussions with some of the top-level executives from the Nordic, as well as international, hotel market. It is the networking platform bringing together investors, developers, financiers and operators creating a unique "deal-making venue". Read more at www.nhc-conference.com

About Nordic Hotel Consulting

NHC is the leading hotel consultancy in Scandinavia and has offices in Copenhagen, Aarhus, Stockholm and Oslo. The organization comprise 16 specialized consultants performing a wide scope of assignments, including feasibility studies, and advisory on new hotel projects, operator searches and contact negotiations, operations optimizations, interim management, investment- and transactions advisory, property valuations and asset management. NHC's main clients are property companies, investors, banks, public authorities and various other players in the hotel industry. Read more about NHC at www.nordichotelconsulting.com

Salary

Normal Danish apprenticeship salary will apply.

Terms

Internship will begin 1 February 2019 and terminate on 31 July 2019. We expect you to be working full time until the conference date by the end of May/beginning of June.

Application

If you are interested in pursuing above internship, send your motivated application letter and CV to Emil Lindvang Bentsen at eb@nordichotelconsulting.com