

Hannover Fairs USA
8755 West Higgins Road, Suite 900
Chicago, IL 60631



In our Chicago, Illinois (near O'Hare Airport) office we are looking for a

Sales & Marketing Intern (6 months to 1 year)

The intern will assist in:

- creating marketing collaterals including emails, flyers, brochures, etc.
- implementation and follow-up of sales activities
- developing a 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 English is required. Start date is September 1, 2017. The intern is responsible for transportation and housing, but he/she will receive a stipend of US\$ 1,600 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 March 31, 2017.

About Hannover Fairs USA

Hannover Fairs USA, Inc. is the U.S. subsidiary of Hannover, Germany's Deutsche Messe, one of the world's largest and most active event organizers. Hannover Fairs USA organizes exhibit and marketing programs at Deutsche Messe events in Hannover, Germany, as well as in such key markets as China, India, Russia, and Turkey.

Hannover Fairs USA's programs reflect the global scope of Deutsche Messe's activities and include such world-renowned trade fairs as CeBIT (information and communications technology), DOMOTEX (floor coverings), HANNOVER MESSE (industrial technology), and LIGNA HANNOVER (forestry and wood industries).

Please send your application to Mr. Lloyd Guiang at LGuiang@hfusa.com and Kristina Jessen at kjessen@hfusa.com.