Job Offer for working students (f/m)
Event Marketing

Lexxion is a specialist publisher producing English and German journals and books focused on EU topics. Additionally, we organize national and international conferences and praxis-oriented seminars concerning: EU State Aid, public procurement law, EU funds and speciality topics such as energy and climate law.

We are looking for student workers currently to assist in event marketing and promotion.

Responsibilities include:

- Organization, maintenance and proper categorization of databank and its contents
- Assistance in the organization, preparation and postprocessing of events (arrangement of book displays, creation of brochures, compiling data from evaluation questionnaires)

Your profile:

- Knowledge of European Union functions (EU Law, EU funds) are preferred
- Good German and very good English skills are expected, additional language skills are also beneficial
- Comfortable with multiple MS-Office programs (Power Point, Word, and Excel)

What we offer:
Thanks to our European focus and legal expertise, you will receive a valuable insight in the creation of national and European administration and institutions including the newest developments in the European Union. Working with conference and marketing management offers a comprehensive insight into event management and marketing. Flexible work schedule can be arranged (15-20 hours a week is desired).

Interested?
Send your application and documents (resume, cover letter, possible references, etc.) via email to: gabellotto@lexxion.eu
We are looking forward to hearing from you!

Chiara Gabellotto
Head of Department

Lexxion Verlagsgesellschaft mbH
Güntzelstraße 63
10717 Berlin
Telefon +49-30-81 45 06-2913