Intern, Meetings & Expositions


Location: Atlanta, GA

What are we looking for?

The Kellen meetings department is the service division that manages the meetings, conferences and trade shows for all of our clients.

The Intern, Meetings & Expositions specifically supports the planning and execution of successful and profitable meeting programs. The position reports to the Director of Meetings & Expositions, and also offers project management support to the Meetings Coordinators and Managers under their oversight & direction.

What will you do?

Under the supervision of the Director the Intern will assist in preforming and/or coordinating specific assigned administrative tasks as directed related to the meetings services function.

Am I qualified?

- To perform this job successfully, an individual must be able to understand and accomplish the assigned tasks satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to maintain a professional appearance and to maintain and project a positive demeanor
- Skilled communicator, both written and verbal
- Working knowledge of Outlook, MS Excel, Word and PowerPoint required
- Attention to detail, strong work ethic and exceptional organizational skills
- Ability to multi-task, keeping priorities on track while receiving new tasks daily
- Ability to lift up to 30 lbs.
- Ability to stand long periods of time

What do we offer?

By joining Kellen, you will have the opportunity to contribute to a collaborative workplace where you can make a difference. Exceptional performance may lead to an offer of full-time employment.

Parking is complimentary at the Kellen Chicago office for this paid internship and the work schedule is flexible.

This position begins February with no official end date at this time, you are expected to work 30-40 hours a week.

Pay rate: $12/Hour

Please submit your resume and cover letter to recruiting@kellencompany.com for consideration.