About Imex Management

Imex Management, Inc. is the official North American representative for a host of leading overseas trade exhibitions serving the food and beverage, oil & gas, construction equipment and animal processing & production industries. Our mission is to promote these events to U.S. exporters and buyers and facilitate their participation. For more information on our company, please visit our website www.ImexManagement.com

Internship position details

Title: Marketing Communications Intern  
Industry: International Trade Exhibitions  
Compensation: Stipend  
Start Date: January 3rd, 2012  
End Date: Flexible based on candidate’s availability  
Hours per week: 15-30  

Description: Qualified individual will assist the Marketing Communications Manager primarily in the planning and execution of visitor promotional campaigns for international tradeshows in the U.S. food & beverage, construction equipment and smart card industries.

Details of Responsibilities and Tasks:  
▪ Assists with maintaining and updating the company’s databases  
▪ Assists with production and execution of visitor and trade press mailings including news releases and direct mail pieces (print and electronic)  
▪ Assists with trade press follow-up  
▪ Assists with coordinating travel arrangements and special events  
▪ Assists with compiling news articles and advertisement tear sheets for the company’s press books  

Related duties: company website management, exhibitor brochure and directory preparation  

Requirements:  
▪ Communications, Journalism or Marketing Major  
▪ Strong written and verbal communication skills  
▪ Proficiency in MS Office (Word, Outlook, Excel & Access)  
▪ Good organizational skills

Incentives: Gaining experience, knowledge and credits (if applicable) relevant to your major.

How to Apply

Applications including cover letter and resume received between 11/7/11 and 12/16/11 will be considered.

Interested candidates should contact:  
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