



Job Description	Services : Marketing/Technical	GL events Live
Job title : Marketing coordinator	Line Manager : Head of GL events Japan	
Creation : 09/03/2018	Update : 28/06/2019	Confidential : NO

## Company Profile

GL events is a world-class provider of integrated solutions and services for events operating across the three main market segments: event organisation, event venue management and services for fairs, congresses and events. Present on five continents with operations in more than 20 countries, in 2016 GL events had 4000 employees and revenue of 953 million euros.

The division GL events Live offers expertise covering all business line specialisations and services for corporate, institutional and sports events to provide turnkey solutions from consulting services and design to producing the event itself. More specifically, it is specialized in the construction/installation of temporary infrastructures (temporary grandstands, tents, HVAC, electrical distribution, Audio and Lighting, modular building, tailored made temporary buildings/pavilions) and other services (concept design, project management, furniture, signage...) for major sports events such as Olympic Games, Rugby/Soccer World Cup.

GL events is looking for a talented Japanese engineer intern for his office in Tokyo.

## Missions & responsibilities

Internship mission: Assistance to the Team on projects related to international events in 2019-2020 in Japan  
Missions:

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- Translation in Japanese to English and/or English to Japanese of technical documents, tenders
- Assist the team in business proposal presentation for tenders
- Participation to the project meetings

This list is non-exhaustive, and could be completed with other temporary missions on other international projects.

## Knowledge and requirements

- Start Date: as soon as possible
- Languages: Japanese / English. French would be appreciated (not compulsory).
- Internship duration: 6 months (preferably)
- Profile: Sales/Marketing
- Stage Place: Tokyo
- Creative, responsiveness, autonomous, sense of responsibility, available are key to succeed in this exciting challenge.
- Ability to work with strong deadlines and under pressure
- Strong team player
- High relational skill and sense of service

Contacts:

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