



INTERNSHIP POSITION EVENTS

Berlin, 13th of September 2018

TELEKOM INNOVATION LABORATORIES

WE SHAPE THE FUTURE

At Telekom Innovation Laboratories (T-Labs), the passion for innovation and technology drives 300+ international experts and scientists to work together on blockchain technology, smart city concepts, artificial intelligence and new media experiences. T-Labs is the R&D unit of Deutsche Telekom and is in a close partnership with the Technische Universität Berlin. At its sites in Berlin, Darmstadt, Beer Sheva, Budapest and Vienna, T-Labs sits amongst a world-class host of universities, startups, investors, research institutes and corporate innovation hubs to jointly shape the future of communication services. To support the Infrastructure & University Cooperation team of Telekom Innovation Laboratories (www.laboratories.telekom.com) in Berlin we are looking for:

1 Intern – Events (Fulltime or 80hrs/month)

Responsibilities

- Assistance for designing event concepts and organization of various events (fairs, guided tours, workshops, etc.)
- On-Site support and contact person for colleagues, clients and partner
- Handling of incoming emails (in-box, outbox, response to event/ cooperation requests)
- Support on internal and external communication (website, social media, print etc.)
- Administrative work
- Reception/ concierge services

Requirements

- Flexibility
- Service-oriented approach
- Talent for organization
- Good team skills
- Good MS Office skills
- Fluent spoken and written German and English
- Regularly enrolled student at a German university

Contact person

Anja Kopperschmidt

Please send your complete application to anja.kopperschmidt@telekom.de

www.laboratories.telekom.com