



## **EVENTMANAGEMENT, INTERN (FULL TIME)**

Berlin, 09.07.2021

**T-LABS** is the R&D department of Deutsche Telekom focusing on translating new technology trends and delivering tangible results into Deutsche Telekom's innovation portfolio. Our current research areas are: Future Networks & AI, Spatial Computing and Decentralized Systems. Co-Research is the key mission for the team, with the vision of achieving a superior customer experience and exploring disruptive technologies for future telecommunications infrastructures. From our base in Berlin we are cooperating with multiple universities in Germany, Europe, Israel and globally.

We are currently looking for an **intern in full time** (6 months) to support our event team ([www.laboratories.telekom.com](http://www.laboratories.telekom.com)) in Berlin.

### **Responsibilities**

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

### **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](mailto:anja.kopperschmidt@telekom.de)