

Bucom International Internship Program

Bucom International, a leading professional meeting management firm headquartered in Chicago's River North neighborhood, has summer of 2017 internship opportunities available!

Are you looking for a career in the Hospitality Industry? Are you creative, passionate, and interested in both learning and experiencing? If you answered YES to the above questions, then we'd love to speak with you!

Bucom's Mission is to provide high quality, personalized, full-service meeting planning and incentive travel management services to corporations throughout the world, while promoting a work environment that inspires teamwork, creativity and innovation for our team members.

Opportunity Description – Program Coordinator

Bucom Interns work on projects designed specifically for them and their area of interest. They will also work as part of a team on large client programs!

Responsibilities may include working in support of these areas:

- Event Details, Attendee Logistics, Client/Participant Communications
- Client Proposals and Presentations
- Hotel and Venue Research, Site Searches
- Menu and Program Design and Coordination
- Audio Visual, Production, and Technology solutions
- Chicago Hospitality Industry Networking, Event Participation
- Sales & Marketing, Customer Initiatives, Social Media Campaigns

Candidate Qualifications:

To be eligible, candidates must be enrolled in a Chicago area college/university with a Hospitality Management focus or degree.

Skills/Attitudes/Behaviors Required:

- Professional, Hard working, Self Starter, and Team Oriented
- Responsible, Accountable, Flexible, Confident, and Composed
- High Energy, Positive, Versatile, Multi-Tasker, Attention to Detail
- Proven Track Record of Success in Previous Positions
- Microsoft Suite including Word, Excel, Powerpoint

This is an unpaid (expenses will be reimbursed) part time (June through August, but flexible), In-office, Headquarters (Chicago, Zip 60654) based position.

To be considered to join the Bucom Team, please email a cover letter and resume to Darlene Krammer @ info@bucom.com.