

Customer Success Coordinator Intern

We are looking for an intern to be our new Customer Success Coordinator in order to deliver the best online & offline tech events that we can, and that are available in this industry!

About the company:

CraftHub is a spinoff and reimagination of the Tech Budapest conferences founded by Prezi & IBM Budapest Labs (formerly Ustream). Our mission is making knowledge available and helping tech crafters to continuously improve their skills. Today, this organization is a multifaceted IT event management company with a diverse portfolio of conferences / hackathons / developer competitions / workshops, both online and offline.

Tasks that you will take on:

Customer success related responsibilities:

- Create how-to documents
- Ensuring a successful customer journey for our event sponsors
 - Sponsor support during the organization period (emails, weekly meetings)
 - Collection of required sponsorship materials
 - Collecting marketing materials - cooperation with the marketing colleague
 - Support the on-site display creation (offline booth) - cooperation with the project manager
 - Collecting every physical and non-physical material necessary for a successful sponsor collaboration
 - Supporting the sales in the signing of contracts (preparation of documentation)
- Sponsor management related administration
- Sponsor newsletter creation and posting (booth activity + job portal)
- Pre-event sponsor preparation
- Ongoing support during an event
- Follow-up communication with sponsors after the event
 - Creating graphs presentations after the event
- Preparing contact lists

Sales related responsibilities:

- Assisting the work of the Sales team
 - Arrange follow-up meetings
 - Create followup presentations
 - Writing memos at followup meetings

Essential Experience / Qualifications:

- 0-1 years similar experience preferably in events
- Active student status
- Be able to invest at least 25 working hours per week according to agreed schedule
- Native Hungarian speaker with working fluency in English
- Flexible, able to work alone and as part of a team
- Curiosity developing printed marketing material
- Good communication and presenting skills

What we offer:

- Competitive salary

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- Super office / remote work option
- Dynamically developing young team
- Opportunity for professional development
- A purposeful job where your opinion counts

If you want to apply to this position, reach us out via the following email address: hr@crafthub.events !