

1. BLINK

Μέσο:BUSINESS TODAY

Ημ. Έκδοσης: ...17/05/2022 Ημ. Αποδελτίωσης: ...17/05/2022

Σελίδα:5

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Project Manager, Events

We are looking for an organized events and forums professional to play an instrumental role delivering world class in-person and hybrid international events

This position offers an awesome office environment and great learning opportunities.

About the Role

- Taking ownership and responsibility of logistics and third-party production services for international events ranging in size from intimate roundtables to full-day conferences.
- Building and maintaining accurate project plans, preparing briefs, presentations and assisting the wider event team to maintain consistency and high standards.
- Ensuring budgets, timelines and deliverables are achieved
- Conduct continual reviews and encourage service improvement through KPI management.
- Reviewing, managing, and negotiating contracts with venues and event vendors.
- Contributing ideas to the improvement of internal operating processes.

To be our Project Manager, you must:

- Have 3 years conference production or corporate events experience.
- Be extremely organized, meticulous, accurate, with good eye for detail and excellent time management and prioritization skills
- Have excellent communication skills – be able to deal with people at all levels with **exceptional command of English** and confident telephone / video call manner.
- Be proficient MS Office especially in PowerPoint & Excel.
- Have a proactive approach, willingness to show initiative and focus on solutions.

Please email your CV at hello@blinkcomms.com