

1. FORUM SA

Μέσο:DAILY FAX

Ημ. Έκδοσης: ...26/09/2018 Ημ. Αποδελτίωσης: ...27/09/2018

Σελίδα:6

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FORUM SA is seeking for

EVENT MANAGER

CANDIDATE PROFILE

- Proven experience as event manager for at least four (4) years
 - BSc/BA in PR, marketing, hospitality management or related field is preferred
 - Skilled in project management
 - Knowledge of KPIs and marketing techniques for event management
 - Advanced use of MS Office
 - Advanced communication, organization and negotiation skills
 - Problem-solver with customer-service orientation
- Propose ideas that will enhance the event's success
 - Prepare budgets and ensure adherence
 - Source and negotiate with vendors and suppliers
 - Coordinate all operations according to the event
 - Supervise all staff (event coordinators, contractors, caterers etc.)
 - Approve all aspects and supervise all the necessary logistics of the event

POSITION CHARACTERISTICS

MAIN DUTIES:

- End-to-end event planning according to requirements

BENEFITS:

- Salary based on experience
- Yearly bonus
- Private health-care package

CV send to magazines@forumsa.gr