

1. FORUM SA

Μέσο: DAILY FAX

Ημ. Έκδοσης: . . . 13/12/2018 Ημ. Αποδελτίωσης: . . . 14/12/2018

Σελίδα: 4

Innews AE - Αποδελτίωση Τύπου - <http://www.innews.gr>



FORUM SA is seeking for

EXECUTIVE EVENT ASSISTANT

CANDIDATE PROFILE

- Proven relevant experience for at least two (2) years.
- Skilled in project management.
- Advanced use of MS Office.
- Advanced communication, organization and negotiation skills.
- Problem-solver with customer-service orientation.

POSITION CHARACTERISTICS

Main Duties:

- End-to-end event planning

according to requirements.

- Source and negotiate with vendors and suppliers.
- Coordinate all operations according to the event.
- Approve all aspects and supervise all the necessary logistics of the event.

Benefits:

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

CV send to magazines@forumsa.gr