

## planitswiss – Key Account Manager

planitswiss is a global exclusive event designer and producer. Headquartered in Switzerland with a regional office in Moudon and in Singapore, we operate all around Europe, Asia and Africa. Our international experienced team offers unparalleled expertise in event organization and management to ensure successful tailor-made corporate, public and exclusive events.

If you are independent, have an entrepreneurial acumen with a strong track record in events, this job is for you !

### Role

Your responsibilities will include acquisition of new customers, development of existing customers and coordination of projects their projects. From the first contact and the definition of their needs, the internal team will assist you developping concepts and budgets according to your input. You will be the main contact for the customers, presenting offers, participate in events and take care of the debriefing.

Your position will be dedicated mainly to the acquisition and management of national and international clients of all sizes and branches.

Thanks to a professional and versatile team supported by modern means and tools, you will feel quickly at ease within our young and dynamic structure.

### Values

Entrepreneurial drive, sales acumen, keeping customers interests in mind and a long term vision count in everything you do. Respecting company and customer values as well as work ethic is a must.

You have already strong relationships with potential customers in our market and you are recognized as an event professional.

### Languages

Fluent French and English is mandatory, German is an additional asset.

### Skills required

- ✓ Strong experience in Key Account Management, business development, sales and marketing.
- ✓ Existing contacts to potential customers
- ✓ Excellent communication, presentation and facilitation skills
- ✓ Experience in events
- ✓ Results and service oriented, analytical and business sensitive, have an eye for details
- ✓ Able to multi-task and work in a fast paced environment
- ✓ Committed, independent, energetic, self-driven and able to think outside the box
- ✓ Flexible and hard worker

- ✓ Willing to learn, pro-active and with a 'Can do' attitude
- ✓ Bring you specific competence to the team to further growth together

## Duties & Responsibilities

Your duties include lifecycle from the development of the customer and offer writing, to the negotiation of offers and delivery of the event. But also bring your existing customer relations to further develop projects within planitswiss, imavox and its sister companies.

- ✓ Find new resources of potential customers and follow up to schedule appointments
- ✓ Develop our and your existing customers for additional services
- ✓ Get in touch with networking groups, local associations
- ✓ Attend clients' briefing and proposal presentation
- ✓ Qualify customers needs and brief the internal team
- ✓ Liaise with in-house designer for graphic works and visuals' development
- ✓ Coordinate the offering process internally and externaly
- ✓ Present offers, budgets, negotiate on prices with with customers
- ✓ Develop mainly congres, conference, press-conferences and product presentation activities
- ✓ Coordinate and follow up with client and internal ressources to execute the event according to planitswiss and Swiss quality standards respecting events timeline/deadline and budget
- ✓ Organize and assist to post event debriefing
- ✓ Create and write reports upon completion of the event and debriefing in order to compile information about: event procedure, best practices, event figures, performance evaluation, clients/guests feedback and area of improvement.
- ✓ Update and maintain CRM - database on a daily/weekly basis

For more insights on what we do, visit [www.facebook.com/planitswiss](http://www.facebook.com/planitswiss)

This opportunity has triggered your interest? Do send us your CV with references and photo by email to **hr@planitswiss.com** (please indicate the job position you are applying for in the subject of the email).