

**JUNIOR PROJECT MANAGER | RWANDA OFFICE | 2024-2025**

**WHO WE ARE:**

Headquartered in Switzerland with regional offices in Singapore, France, Rwanda, Kenya, South Africa, and China, planitswiss is part of a group offering a variety of innovative event solutions worldwide. From exclusive event design and production, both in-person and via streaming, to the rental of event equipment, we deliver tailored services. With the chance to introduce thousands of clients to our creative world, planitswiss is set to reshape the future of corporate and public events.

**WHAT YOU WILL DO:**

- Develop concepts, create presentations, and attend client briefings to collaborate on unique proposals with the Project Managers.
- Collaborate with highly skilled colleagues to deliver unique experiences for clients.
- Oversee event operations from start to finish (before, during, and after each event).
- Cultivate relationships with clients and encourage closer collaboration with our group worldwide.
- Manage logistics, coordinate with suppliers, oversee budgeting, and handle invoicing.
- Take initiative in developing our client portfolio by generating new event leads.

**WHAT YOU SHOULD HAVE:**

- Bachelor's Degree from a reputable university, or an equivalent in certification and experience.
- 0-2 years of relevant experience in the MICE (Meetings, Incentives, Conferences, and Exhibitions) & Hospitality sectors.
- Excellent command of the English language; fluency in French or Swahili is a bonus but not mandatory.
- Proficiency in Microsoft Tools (Outlook, Teams, Word, Excel & PowerPoint).
- Strong critical thinking and analytical skills.
- Excellent interpersonal and communication abilities.
- Persuasion and negotiation skills.
- Proactive and team-oriented approach.
- Solution-oriented mindset and problem-solving skills.

**WHAT YOU GET:**

- Competitive salary, with bonuses based on company results.
- Hands-on experience in managing events and projects.
- Opportunities for regional and international travel and event exposure.
- A dynamic and stimulating company culture where every voice is valued.
- Multicultural and inclusive work environment.
- Cross-training opportunities and attractive career growth potential.
- Free coffee, tea, and snacks.

Are you interested in joining us? Please send your CV with references by email to [aline.rurangirwa@planitswiss.com](mailto:aline.rurangirwa@planitswiss.com). (Be sure to indicate the job position you are applying for in the subject line.)