



If you are an **incredible organizer and analyser with a pinch of a problem-solver personality** who wants to leave a footprint working at an amazing international event company with an amazing team, then keep reading!

## Junior Event Project Manager – Hybrid Events



### + We are

**planitswiss** is global exclusive event designer and producers. Headquartered in Switzerland with regional offices in Singapore, Paris, Kigali and Shanghai, we operate all around Europe, Asia and Africa. Your future colleagues are a team of 50 dynamic people: designers, project managers, multimedia professionals, finance brains and other highly professionals and specialized crowd. Gender balanced, we have a great mix of worldwide culture.

### + You are

Self-driven, highly motivated, problem-solver, logical thinker appreciating ethical behavior and environmental respect. You see yourself as a business partner, pragmatic and solution oriented. You enjoy result driven, dynamic, and creative environment. You want to make a difference in a human-sized company.

### + You will

- Manage our hybrid events platform
- Help our development team to create and test our virtual platform and AIO app
- Create and manage new offers for our clients
- Manage content (collection and upload)
- Create awesome hybrid/virtual events
- Assist during live events with other team members, opening/closing sessions, moderating etc.
- Create and analyze reports that will help us and clients to develop better events
- Develop relationships with great clients
- Support participants during events

### + Perks

- Regional and International travels & event exposure
- Dynamic and stimulating company where everyone has a say
- Multicultural and inclusive work environment
- Cross training & attractive career opportunities
- Bonuses based on the companies results
- Paid personal project every 3 years
- Free coffee, tea and snacks
- Health insurance benefits

This opportunity has triggered your interest? Send us your CV with references by email to [hr@planitswiss.com](mailto:hr@planitswiss.com) (please indicate the job position you are applying for in the subject of the email).