

## planitswiss Switzerland– Events Intern

planitswiss is a global exclusive event designer and producer. Headquartered in Switzerland with a regional office 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 service-oriented personality, this position is for you!

### Role

Under the supervision of the Regional Director and Project Managers, and supported by the head office management team, your role will be to develop planitswiss' activities within Switzerland and the region delivering the company's services with Swiss quality.

Your responsibilities will include supporting the company's activities, development of concepts, offer writing, project coordination, back office event support, negotiation of offers and delivery of the event.

### Values

Entrepreneurial drive, defending customers interests, ethical behavior and environmental respect count in everything you do. Respecting company and customer values as well as work ethic is a must.

### Languages

Fluent French and English is mandatory German is an additional assets.

### Skills Required

- ✓ Event project coordination, business development, sales and marketing
- ✓ Results and service oriented, analytical and business sensitive, have an eye for details and comfortable with numbers
- ✓ Excellent communication, presentation and facilitation skills
- ✓ Able to multi-task and work in a fast paced environment
- ✓ Committed, independent, energetic, self-driven and able to think out of the box
- ✓ Flexible and hard worker
- ✓ Geographical mobility
- ✓ Reporting line
- ✓ Willing to learn

### planitswiss SA

Head Office - Chemin du Crêt-des-Pierres 4, 1090 Lutry, Switzerland  
Europe Regional Office - Avenue de Préville 4, 1510 Moudon, Switzerland  
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### Project Management Duties

Your duties include working side by side with the Regional Director and the Project Managers: coordination of the event lifecycle from the development of the concept and offer writing, to the negotiation of offers, project back office support (logistics, RSVP, etc.) and delivery of the event.

- ✓ Find new resources of potential customers
- ✓ Support the Regional Director and Project Managers in attaining meeting/sales targets
- ✓ Create list of projects for cold calling
- ✓ Call corporate to schedule an appointment
- ✓ Get in touch with networking groups, local associations
- ✓ Lead a sales discussion
- ✓ Participate in the elaboration of proposals/offers
- ✓ Develop concepts and create presentations
- ✓ Prepare the cost breakdown and budgeting accordingly and as per ITQ requirements
- ✓ Source and coordinate suppliers (to maintain Asia supplier list)
- ✓ Write RFPs to selected 3<sup>rd</sup> parties to elaborate the offer
- ✓ Liaise with in-house designer for graphic works and visuals' development
- ✓ Attend agency briefing and proposal presentation when requested
- ✓ Assist with back office/support of event organization
- ✓ Manage event logistics, RSVP, hospitality platform, project office
- ✓ Coordinate and follow up with client and suppliers to execute the event according to planitswiss and Swiss quality standards respecting events timeline/deadline and budget
- ✓ Organize and assist with 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 areas of improvement
- ✓ Update and maintain Asia CRM - database on a daily/weekly basis

Has this internship opportunity triggered your interest? Send us your CV with references and photo 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).

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