

## **planitswiss Switzerland– Senior Event Professional**

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 and an important network in the Event Business, this position is for you!

### **Role**

Under the supervision of the Regional Director and supported by an international team of world wide experts, your role will be to develop planitswiss' activities within Switzerland and the region delivering the company's services with Swiss quality.

Your responsibilities will increase our current customer base, supporting the company's activities, development of concepts, offer writing, project coordination, 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**

- ✓ Important experience in events, project coordination, business development, sales and marketing
- ✓ Results and service oriented, analytical and business sensitive, have an eye for details and comfortable with numbers
- ✓ Sales acumen
- ✓ 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

### **planitswiss SA**

Head Office - Chemin du Crêt-des-Pierres 4, 1090 Lutry, Switzerland  
Europe Regional Office - Avenue de Préville 4, 1510 Moudon, Switzerland  
service@planitswiss.com | +41 (0)21 320 13 30

### **Project Management / Key Account Management Duties**

Your duties include working side by side with the other members of the team: coordination of the event lifecycle from customer acquisition, 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.

Has this internship opportunity triggered your interest? Send us your CV with references and photo by email to [hr@planitwiss.com](mailto:hr@planitwiss.com) (please indicate the job position you are applying for in the subject of the email).

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