



planitswiss
"You host, We care"

planitswiss Asia | Junior Project Manager – Creative

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 experienced team offers unparalleled expertise in event organization and management to ensure successful tailor-made corporate, public and exclusive events globally.

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 Operations Manager and Event Project Manager(s), your role will be to develop planitswiss' activities within Singapore and the region, delivering the company's services with Swiss quality.

Your responsibilities will include presenting the company's activities, development of tailor-made and creative concepts in collaboration with the multimedia team, source for artistes and entertainments, offer design and writing, project coordination, negotiation of offers and delivery of the event.

VALUES

Entrepreneurial drive, organization, keeping customers interests in mind, 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 English is mandatory and any other language is an additional asset.

SKILLS REQUIRED

- Creative mind with a passion for design
- Able to visualize a space and create a different environment for events
- Manage artistes and entertainment activities prior to and during the event
- 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 outside the box
- Flexible and hard worker
- Able to travel upon project requirement
- Willing to learn, pro-active and with a "can do" attitude

planitswiss Asia Pte. Ltd.
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- Experience in events/project management is a plus
- Experience in marketing and brand design development is a plus
- Experience in Adobe Creative Suite for graphics is a plus
- Experience in CAD and 3D software (Sketchup, 3Dsmax, Autocad) is a plus

DUTIES & RESPONSIBILITIES

Your duties include working alongside the Operations Manager and the Project Managers: coordination of the event lifecycle from the development of the concept and offer writing, to the negotiation of offers, back office support and event delivery.

- Assist in the global concept fitting the customers' imagination
- Creation of moodboard & visual concepts to communicate ideas that inspire, inform, or captivate customers
- Help the multimedia team in the development of the overall layout and production design for various events
- Recommend and manage artistes
- Support the event conceptualisation from staging and space planning
- Support the regional team in attaining meeting/sales targets, and to position the creativity of planitswiss in the region
- Follow up with potential customers to schedule an appointment
- Get in touch with networking groups, local associations
- Lead a sales / project presentation discussion
- Participate in the elaboration of proposals/offers
- Develop concepts and create presentations
- Manage budgets, negotiate on prices with suppliers and keep within event costs
- Source and coordinate suppliers (to maintain Asia's supplier list)
- Prepare proposals to selected suppliers to elaborate the offer
- Liaise with in-house design team for graphic works and visuals' development
- Attend clients' briefing and proposal presentation when required
- Assist with back office/support of event organization
- 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 corporate CRM/database on a daily/weekly basis

For more insights on what we do, visit www.facebook.com/planitswiss

Has this opportunity triggered your interest? 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).

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