



planitswiss
"You host, we care"

Looking for your next career move? Junior Event Manager / BD

Join planitswiss, a global exclusive event designer and producer. Headquartered in Switzerland with regional offices in Singapore, Rwanda and China, we operate all around Europe, Asia and Africa. Our international experienced team offers professional expertise in event organization and management to ensure successful tailor-made corporate, public and exclusive events.

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.

Role

Under the supervision of the Regional Director, your role will be to develop planitswiss' activities within Shanghai and the region delivering the company's services with Swiss quality.

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

- ✓ Support the Regional Director in attaining meeting/sales targets
- ✓ Create list of projects for cold calling
- ✓ Find new resources of potential customers
- ✓ Participate in the elaboration of proposals/offers and development of concepts
- ✓ Manage budgets, negotiate on prices with suppliers and keep within event costs
- ✓ Liaise with in-house designer for graphic works and visuals' development
- ✓ Assist with back office/translation/support of event organization
- ✓ Post event reporting
- ✓ Update and maintain Asia CRM - database on a daily/weekly basis

Skills Required

- ✓ Local Chinese with a bachelor degree
- ✓ At least one-year working experience at an international event/PR/Adv. agency or a hospitality group is required
- ✓ Excellent communication, presentation and facilitation skills, attention to details
- ✓ Able to work in a fast paced environment
- ✓ Responsible, with an ability to work in a team and independently
- ✓ International experience preferred
- ✓ Strong PowerPoint and Excel skills (proficiency in design software is a plus)
- ✓ Fluent English and Chinese required (spoken and written)

For more insights on what we do, visit www.planitswiss.com or [our LinkedIn page](#).

Has this opportunity triggered your interest? Send us your CV by email to hr@planitswiss.com (please indicate the job position you are applying for in the subject of the email).

For any questions, please contact me on wechat: planitswiss_China or 18616625703