



planitswiss
"You host, We care"

planitswiss is a fast-growing global event designer and producer. Our head office is located in Lausanne, Switzerland and we have regional offices in Singapore, China, France and Rwanda. From these offices we handle event all over Europe, Africa, Middle east and Asia Pacific.

We are currently looking for a :

Event Rentals Back-Office & Logistics Specialist INTERN

If you are independent, have an entrepreneurial acumen with a strong sense of organization and ownership personality, this position is for you!

ROLE

Under the supervision of the Swiss Event Rentals Manager, your role will be to manage all back-office and logistical operations of Swiss Event Rentals activities regionally and internationally.

YOUR PROFILE

You are well organized, comfortable with the use of eShops and Online platforms and Microsoft Office Suite for day to day administrations.

You are a structured and planful person, comfortable with database systems such as ERPs/CRMs. You are self-driven and highly independent with natural drive. You are ambitious and like to do things the proper way.

Your ethical behavior and trust count in everything you do. Respecting company and stakeholder values, as well as ethics, are a must. Being a team player will ease your work with our multicultural team.

SKILLS REQUIRED

- Perfectly fluent in English and Kinyarwanda, both spoken and written. French, spoken at least.
- Results driven, analytical and business sensitive, attention to detail
- Highly organized
- Flexible and hard working
- Fast learner
- Good communicator

planitswiss Africa Ltd.

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DUTIES & RESPONSIBILITIES

- Understand and manage all internal tools (ERP, eShop) in particular the online shop.
- Understand and manage all internal tools. Add new articles, change articles, suggest improvements in functionalities.
- Identify potential suppliers and enter them in the ERP using tags to easily identify them later.
- Manage the rentals/event calendar.
- Answer customer emails within hours with clear, professional answers in English at least, French is a plus.
- Liaise with the client on the logistical aspects of each order and confirm prior and after each delivery/pick-up
- Liaise with warehouse manager, transporters on logistics to ensure timely and efficient delivery
- Contact key suppliers on availability and pricing information for items and manpower on events. Keep inventory and stock on website up to date, as well as ERP and all other tools.
- Answer all incoming phone calls and transfer to the appropriate person.
- Assist project managers in offers creation for all type of events.
- Assist with back office/support of event organization
- Assist Project Managers to produce PowerPoint presentations, search for location and other events provider to offer the best possible solutions to our customers.

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

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

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