

planitswiss Switzerland

Events & Multimedia Project Manager Trainee

planitswiss is a global exclusive event designer and producer. Headquartered in Switzerland with regional offices in Singapore, Paris, Rwanda, and China. 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.

In today's world, hybrid or virtual events become more and more popular and planitswiss is one of the trendsetters in this field.

If you are independent, have an entrepreneurial acumen with a strong service-oriented personality excited about new technology, this position is for you!

ROLE

Under the supervision of Project Managers, your role will be to develop planitswiss' and/or imavox's (sister brand providing multimedia services) activities within Switzerland and abroad, delivering the company's services with Swiss quality, mainly with our new virtual events platform AIO-Events.

Your responsibilities will include presenting the company's activities, development of tailor-made onsite, hybrid, or fully virtual concepts, offer writing, project coordination, back-office event support, negotiation of offers, and delivery of the event.

We pledge to share our experience in events and project management preparing you for your future in our company if you commit to your role, duties, and responsibilities.

VALUES

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 **FRENCH** and English are mandatory, German is a differentiator, and any other language is an additional asset.

SKILLS REQUIRED

- Event project coordination, sales, and marketing
- Understand of the requirements of digital events
- Results and service oriented, analytical and business-sensitive, have an eye for details and comfortable with numbers
- Excellent communication, presentation, and facilitation skills

planitswiss SA

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Europe Regional Office - Avenue de Préville 4, 1510 Moudon, Switzerland
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- Able to multi-task and work in a fast-paced multi-cultural environment
- Committed, independent, energetic, self-driven, and able to think outside the box
- Flexible and hard worker
- Willing to learn, pro-active and with a “can-do” attitude
- Experience in events/project management is a plus
- Technical or multimedia and web skills is a plus

DUTIES & RESPONSIBILITIES

Your duties include working alongside 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.), delivery of the event and development for AIO-Events, and imavox service offering.

- Support the Regional Director and Project Managers in attaining sales targets
- Participate in the elaboration of proposals/offers including Word and PowerPoint
- Develop concepts, solutions 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)
- Attend clients' briefing and proposal presentation when required
- Assist with back office/support of event organization
- Configure and manage online event platforms
- Coordinate video streaming projects
- Manage event logistics, RSVP, hospitality platform, project office
- Coordinate and follow up with client and suppliers to execute the event according to imavox/planitswiss and Swiss quality standards respecting events timeline/deadline and budget
- Organize and assist with post-event debriefing/reports
- 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
- Increase awareness of our internal event app and registration tool, All-In-One (AIO) via social media and general marketing avenue subjected to approval

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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