

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 :

Senior Events Project Manager

If you are independent, have an entrepreneurial acumen with a strong sense of organization and ownership personality, combined with at least 2 years of experience in events, this position is for you!

ROLE

Under the supervision of the planitswiss Operations Manager, your role will be to manage projects and operations mainly in Rwanda as well as supporting planitswiss' projects in offer creation and suppliers management.

Your responsibility will include sourcing of services, pricing negotiation, coordination of operations and event delivery on the ground, but also offer writing and development of our local activities.

YOUR PROFILE

You are well organized, comfortable with writing proposal, CRMs and working with local suppliers. Your experience in event operations allows you to coordinate suppliers, ushers and partners to grant a successful event.

You are a structured and planful event manager, comfortable with Powerpoint presentations and Excel spreadsheets. 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

- Fluent in Kinyarwanda and English, both spoken and written. French is an asset
- Experience working in events management in Rwanda for over 2 years
- Proven track record as head of project for events over 500 participants in Rwanda
- Detailed orientated, result driven and business sensitive
- Strong negotiation skills

planitswiss Africa Ltd.

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- Events project management, coordination and administration skills
- Managing events team and stakeholders
- Strong client/portfolio management
- Experience running Hybrid/Virtual events
- Proficiency in MS Office Suite
- Excellent communicator
- Good local network in the events industry

DUTIES & RESPONSIBILITIES

- Be the Key Project Manager, plan and produce local and regional events
- Manage and allocate event project resources
- Manage operations on the ground
- Write up offers (budget and written) for all type of events
- Negotiate with local suppliers for best revenue proposition
- Producing PowerPoint presentations, search for location and other events provider to offer the best possible solutions to our customers
- Handle key accounts with managing client portfolio
- New sales acquisition
- Answer customer emails within hours with clear, professional answers, in a timely manner
- Liaise with warehouse manager, transporters on logistics to ensure timely and efficient delivery
- Answer all incoming phone calls and transfer to the appropriate person

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). Retained candidates will be required to submit criminal record.

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