

planitswiss Switzerland– Senior Event Professional

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 trendsetter 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 the Regional Director and supported by an international team of world wide experts, your role will be to develop planitswiss' activities within Switzerland and the region delivering the company's services with Swiss quality, both on physical and virtual events.

An important part of your role will be focused on offer bidding process. You will be responsible for researching, applying and preparing offers to big bids from our current clients and from new prospects.

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

Values

Entrepreneurial drive, defending customers interests, 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 is mandatory German is an additional assets.

Skills Required

- ✓ Minimum 3 years of experience in events / project management
- ✓ Excellent communication, presentation and facilitation skills
- ✓ Experience in sales and business development, especially in offer writing
- ✓ High level writing skills in English
- ✓ Understand the requirements of digital events
- ✓ Able to multi-task and work in a fast-paced environment
- ✓ Committed, independent, energetic, self-driven and able to think outside the box
- ✓ Comfortable with Microsoft Office and integrated IT systems
- ✓ Willing to learn, especially in the field of hybrid events, pro-active and with a "can do" attitude
- ✓ Able to travel upon project requirement

planitswiss SA

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- ✓ Flexible and hard worker
- ✓ Technical or multimedia and web skills is a plus
- ✓ Flexibility to travel

Duties & Responsibilities

Your duties include working side by side with the other members of the team: coordination of the event lifecycle from customer acquisition, the development of the concept and offer writing, to the negotiation of offers, project back office support (logistics, RSVP, etc.) and delivery of the event.

- Attend clients' briefing and proposal presentation when required
- Develop concepts and create presentations
- Prepare, coordinate and present proposals requested by potential customers
- Find new resources of potential customers
- Key Account Management and development of existing customers
- Offer writing and bidding process management
- Contract negotiation with customers
- Work with the team to develop a database of templates for all processes to ensure that the event deliverables are worked on as efficiently as possible
- Manage budgets, negotiate on prices with suppliers and keep within event costs
- Source and coordinate suppliers
- Liaise with in-house designer team for graphic works and visuals' development
- Assist with back office/support of event organization
- Manage event logistics, RSVP, hospitality platform, project office
- 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
- Produce reports upon completion of events and debriefings 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

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).