4213 6818 Junior Event Manager\*in - Event Management | Creative  
  
company profile  
Our customer is represented throughout Germany with over 150 employees.  
  
Due to the expansion of the team, a Junior Event Manager is being sought for the Frankfurt location as soon as possible.  
  
area of ​​responsibility  
  
-Management and coordination of various project teams and projects (live, digital & hybrid)  
- Project-related budget planning and calculation  
-Organization and coordination of external service providers  
-Interface to internal creative departments  
- Implementation and support of events, trade fair appearances, etc.  
-Creation, implementation and monitoring of project schedules  
-Acquisition of new project partners and service providers  
-Preparation of offers, invoices and presentations  
- Supervision of tendering processes  
-Constant contact with the media, partners and personalities from the event and communication environment  
  
requirement profile  
  
-You have completed a traineeship or have already gained professional experience as a junior producer, either in a production company or advertising agency  
-You have the ability to work independently and as part of a team; Being organized, efficient and self-motivated is essential here  
-You have exceptional project management skills and the ability to keep track even under high time pressure  
-You radiate calm and serenity even in stressful situations  
-You already have some experience in producing podcasts  
-You have a category B driver's license  
-You are reliable, responsible, communicative and want to work in a dedicated team  
  
Compensation Package  
N/A Event-Manager/in None 2023-03-07 15:59:11.607000