

## Event and Office Manager - Berlin

ICWE is an international media and communications company that believes in connecting people – bringing people from different countries, cultures and sectors together to meet, discuss, study, learn, campaign and work for change. At the heart of our vision is a particular interest in development, innovation, international higher education, training, online learning, technology, health and agriculture.

To strengthen our team in **Berlin** we are looking for an

### **Event and Office Manager (full time)**

**Start date: September 1, 2020**

You are an energetic hands-on person who enjoys working independently as well as in a team, and have the ability to manage competing priorities in a fast-paced environment. You are detail-oriented, organized, and have excellent customer service and interpersonal skills. You are experienced in running an office on a day-to-day basis and managing teams. You are willing to travel, work flexible hours and are capable of working well under pressure.

### **Work Activities**

- Efficient management of the office and its teams
- Work closely with project management on event objectives, organization and deliverables
- Manage event, exhibition and sponsor logistics
- Work with production teams for event, exhibition and sponsor requirements
- Work with remote teams
- Present, promote and sell exhibition and sponsor opportunities to existing and prospective customers
- Professional, clear and punctual communication with participants, exhibitors, sponsors, clients and suppliers
- Establish, develop and maintain positive business and customer relationships
- Collect all necessary marketing materials for exhibitors and sponsors and manage website updates (no IT experience required)
- Accounting experience and understanding (invoicing and reminders)
- Production of printed material (catalogues, programmes, etc)
- Working on-site at international and national events

### **Requirements**

- Experience in the event or service industry
- Experience in office management
- True team leader
- Excellent communication, presentation and writing skills

- Understanding of international business culture
- To be courteous, professional and show initiative
- Ability to work with and manage high –profile participants, exhibitors and sponsors
- Ability to multi-task, to work independently as well as in a team
- Quick learner
- A good working knowledge of MS Office package 2010
- Knowledge of CMS
- Fluent in written and spoken English and German is a must

If you are interested in working in an international dynamic team, within flexible structures and in a friendly environment, we look forward to receiving your application and your salary expectations at [working@icwe.net](mailto:working@icwe.net).

Contact:

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