



K.I.T. Group is a global full-service partner with decades of experience and expertise. As a Professional Conference Organiser (PCO) we develop tailor-made concepts together with our clients and organise outstanding conference and events worldwide. We specialise in innovative solutions, structured planning and efficient management combined with real passion for achieving common goals. With synergy and competence we guarantee the sustainable success of conferences, events and meetings and increase the brand value of our clients.

We are looking for an

Event Project Manager (f/m/d) in Dresden

You have expertise in delivering a range of in-person events and have end to end event delivery experience with international stakeholders? You are comfortable in working independently and calling on your wider team to collaborate and bounce off ideas? You are happy to negotiate with suppliers, handle venue contracting, budget management and event planning?

You enjoy juggling multiple projects, meeting deadlines, good budget management and get great satisfaction of seeing it all come together onsite!

About your role:

- All activities related to the face-to-face project management of high profile international event from the preparation to the supervision and follow-up.
Ranging from:
 - Planning and executing event logistics
 - Client contact and communication
 - Conceptual event ideas
 - Creating event bid documents
 - Venue management
 - Designing of RfP and service provider coordination
 - Interface to all service providers
 - Marketing and communication ideas
 - Coordination of website activities
 - Coordination with fiscal and local authorities
 - Staff allocation
 - Onsite coordination
 - Event documentation
- Support, advise and expertise in the design of the event
- Professional team leadership regarding project implementation
- Interface and coordination between all involved team members, as well as the link to the customer in consultation with and under the responsibility of the Account Director
- Briefings, preparation of meetings, site-visits, presentations, surveys, SWOT Analysis, reports etc., offer negotiation and operational support including any correspondence internally and externally
- Project-related budget management
- Speaker and participant invitation and participation management
- Travel management
- Overlooking scientific or cultural programme



About you:

- At least three years of experience in the event industry
- Successfully completed studies or appropriate professional experience
- Strong customer service orientation
- Excellent organizational and structural skills and communication proficiency
- Confident presentation skills
- Very structured and independent way of working
- Team player and willingness to take responsibility
- Performance motivation, negotiation skills and a feeling for excellent quality work
- Very good knowledge of English and German language (C- level); other foreign languages are an advantage
- Technology affinity as well as passion for and practical experience with various social media channels and the appropriate IT tools
- High work-load capacity and ability to handle demanding and complex project phases
- Experience with printed matters, website management and digital marketing is a plus
- Sound knowledge of Microsoft Office
- Willingness to travel

Goodies:

- Mobile and in-person office with flexible working hours
- Opportunity to travel and work with various cultures
- Attractive office location with very good access to public transport

We are committed to an open and diverse working environment. Therefore, we consider applications based on suitability and skills regardless of gender and gender identity, disability, social and ethnic origin, nationality, religion and belief, age or sexual orientation.

If you are interested in working with K.I.T. Group, we look forward to receiving your application. Please send us your CV (without photo) with a short cover letter including your earliest start date and salary expectation to jobs@kitdresden.de.