

Event Manager

Job description & candidate profile

About GMS:

GMS aims to become leader in media, training & events covering sustainability & social responsibility issues within the CEE region. Our mission is to support business that place ESG (Environmental, Social, Corporate Governance) at the heart of their strategy. We help them increase their reach, expand their knowledge, audience & customer base. This goal is achieved through delivering products and services to the highest standard in media & publishing, corporate events, training, conferences and the ESG certification process. Our core brands include Green Europe Today, ESN (European Sustainable Business Network) and programs such as "The GET Sustainable Show" and "Piątki dla Klimatu".

About the role:

Working from our Warsaw office and reporting to the Managing Director, this person will be responsible for creating, scheduling and bringing to life corporate events in line with business strategy including: business mixers, virtual events, annual conferences and award galas. Core responsibilities include:

- preparing, managing & reporting on annual events plan and schedule with recommendations on improvements
- selection of venues, partners & contractors in line with budget, values, and business strategy
- seeking cost efficiencies and optimizations through effective bartering and negotiation strategy
- working with the Business Development Department to secure sponsorship & partnership opportunities
- managing & reporting on event registration progress with recommendations on improvements
- maintaining contact with partners & clients ensuring delivery of high-quality customer experience
- controlling client & partner databases with up-to-date information on contact and delivery of results
- working closely with Managing Director on event themes, programme & content
- identifying client needs and developing bespoke solutions
- working with the team to develop and deliver event marketing & PR plans
- managing deadlines as well as strict event and content creation schedules
- keeping up to date with latest trends and changes in ESG and sustainable business practices and legal frameworks

About the candidate:

We are looking for a driven and ambitious person who is passionate about social issues including: climate change, protecting the environment, animal welfare, health & wellness, and values such as equality and diversity in the workplace. In addition, the candidate shall have met the following criteria:

- bachelor's degree in a business (for ex. management, marketing, finance)
- minimum 3 years' experience of working in a similar role within a corporate environment
- knowledge of health & safety as well as data protection standards in event management
- has strong written and aural communication skills
- is professional, can easily build new relationships and has a friendly persona
- is well organized, reliable and can work under pressure to strict deadlines
- has knowledge of general business software (MS Office) and aptitude to learn new applications
- preferred editorial experience in writing business related articles
- has a good eye for detail and can deliver high quality material
- is available to travel occasionally and work flexible business hours
- proficient in English language

Employee benefits include:

- Monthly salary that reflects candidate experience, knowledge & skills.

- Pleasant, healthy & flexible working conditions in modern office environment.
- Company laptop & phone.
- Quarterly & annual bonus.
- Annual appraisal including pay review and career progression opportunities.

Recruitment open until 30th December 2022.

Please send CV & cover letter to: careers@greeneuropetoday.com