

Event, Exhibition and Sponsor Coordinator (m/f) - Berlin

ICWE GmbH 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, education, training, learning, technology, health and agriculture.

To strengthen our team in Berlin we are looking for an experienced **Event, Exhibition and Sponsor Coordinator (full time)**.

Start date: as soon as possible

You are an energetic hands-on person who enjoys working independently as well as in a team environment, and have the ability to manage competing priorities in a fast paced environment. You are, detail-orientated, organised, and have excellent custom service and interpersonal skills. You are willing to travel, work flexible hours and are able to work well under pressure.

Work Activities

- Work closely with project management on event objectives, attributes and deliverables
- Manage event, exhibition and sponsor logistics
- Work with production team for event, exhibition and sponsor requirements
- Present, promote and sell exhibition and sponsor opportunities to existing and prospective customers
- Professional and punctual communication with participants, exhibitors and sponsors
- 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)
- Production of printed material (catalogues, programmes, etc)
- Working on-site at international and national events

Requirements

- Experience in the event or service industry
- 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 is a must
- German knowledge will be a plus

If you are interested in working in a 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.

Contact: Marjon Mul, ICWE GmbH, Tel.: +49 (0)30 310 18 18 0