

CORPORATE EVENT COORDINATOR

If you find yourself in 99% of the criteria below, if you are already working in Corporate Events and passionate about what you are doing, we are waiting you to join our MICE team.

About the opportunity:

- You will receive direct requests from clients that you will analyze in detail, then make suggestions and quotes about the destinations and program of the event;
- Through direct customer discussions, you'll need to identify their favorite destinations (based on experience) and suggest possible locations and / or make new recommendations;;
- You will present to customers a budget offer and conditions for each event, you will negotiate contract terms with both the clients and the suppliers involved;
- By using our database of vendors and your own experience, you will be responsible for subcontracting: MICE space, audio / video systems; transfer / transport, catering, participant registration systems, translation systems, etc.;
- You will provide assistance for the event (the job involves traveling in the country and / or abroad at least 3-5 days per month, including weekends);
- You will evaluate event's success and submit reports;
- You will work with other colleagues, providing support and backup (if applicable) for corporate accounts in your portfolio.

We are looking for a colleague with:

- Proven experience as event coordinator, minimum 2 years (experience in Corporate Events Planning is an advantage);
- Higher education diploma (studies in tourism or any other relevant fields are

an advantage);

- Fluent English. Knowing a second foreign language is an advantage;
- A proven track record of organizing successful events;
- Proficient in MS Office;
- Driving license category B (at least 5 years, with experience) represents an advantage;
- Very good knowledge of Romanian locations (hotels, event areas);
- A high level of attention to detail and orientation towards finding solutions;
- Customer orientation and team spirit, very good resistance to stress;
- Excellent communication, listening and presentation skills.

What we offer you:

- An attractive and motivating salary;
- Hybrid work schedule – work from home and from the office;
- Meal tickets;
- Health subscription;
- A Happy team and good coffee, of course 😊

Who we are:

Our story began in 1994. We have grown from year to year, and now we are a brand with a regional presence, with offices in Bucharest, Sofia and Istanbul. We are affiliated to the international network of travel management FCM, but also a unique tour operator in Romania of Disneyland Paris. We have a network of 71 own and partner agencies, and our team counts over 80 employees and continues to continuously expand.