



EVENT COORDINATOR

At **Dime Comunicaciones** we believe in transforming the future by creating real opportunities and new projects for a brighter future - for ourselves, our colleagues, our partners, our communities and the digital community in Europe.

PROFILE EVENT COORDINATOR

We are looking for an experienced Event coordinator to organize excellent events. You will be responsible for every aspect of an event, from choosing venues to evaluating success afterwards.

An event coordinator must be well-organized and competent in vendor management. Communication skills and attention to detail will set apart the best among the candidates. Add a shot of enthusiasm and passion for the job and you'll be our ideal candidate.

The goal is to organize unforgettable events that will ensure the entertainment of participants and facilitate the completion of business objectives.

RESPONSIBILITIES

- Understand requirements for each event;
- Plan event with attention to financial and time constraints;
- Book venues and schedule speakers;
- Research vendors (catering, decorators, booth vendors etc.) and choose the best combination of quality and cost;
- Negotiate with vendors to achieve the most favorable terms;
- Hire personnel and professional;
- Manage all event operations (preparing venue, invitations etc.);
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards;
- Oversee event happenings and act quickly to resolve problems;
- Evaluate event's success and submit reports;
- Always smile, smile, smile! ☺

REQUIREMENTS

- Proven experience as event coordinator;
- A proven track record of organizing successful events;
- Proficient in MS Office;
- Excellent vendor management skills;
- Knowledge of basic recruitment practices;
- Outstanding communication and negotiation ability;
- Well-organized with multi-tasking skills;
- Able to handle stress and remain calm;
- Problem-solving ability;



- Degree in hospitality management, public relations or relevant field is preferred

Location: **Italy – Spain – France - Belgium**

What we offer

- Competitive Package and premium bonus;
- A positive culture where everyone is encouraged to achieve their full potential. A **great position to grow**;
- The opportunity to work in a supportive, and challenging environment where you really can have impact and make a real difference.

We look for people who share our values and vision, who want to make a difference in a **very special way**, who are honest and creative, have courage and are forward thinking and balance tenacity with respect for others, foolish ideas and new projects. If you have these qualities then you may just be the talent we are looking for!

To apply, please submit a CV and Covering Letter explaining how your experience matches the requirements of our position and how your personal motivators and values align to Dime Comunicaciones purpose.

Applications Close Date 15 November 2019

You can submit your CV in English or in Italian or in Spanish:

andrea@dimecomunica.com

Job offer statement

The Company provides equal opportunities to all employees and applicants for employment, free from artificial considerations based on any status or condition protected by law in the relevant jurisdiction, such as race, sex, gender origin, marital status, family situation or pregnancy, religion, nationality, sexual orientation, age, veteran status, political opinion or disability. Sonnedix explicitly states that it does not prevent employees from associating freely. Only those qualifications and skills that are important to the job will form the selection criteria for recruitment and promotion.