

## Events Manager



NTU International is a leading international consulting firm providing programme management and advisory services for development projects worldwide. For almost three decades, NTU has been delivering sustainable development projects and advisory services within engineering, policy, economics, and social fields. With more than 1.100 international projects and studies already completed, and more than 15 project offices around the world, we have established ourselves as a leading consulting company. With the expansion of international activities and clients, NTU's project pipeline and opportunities have grown significantly, therefore, we are looking for a motivated and result oriented individual, who is interested in experiencing our culture, intensive business environment, challenges as well as being part of our international success.

### Key Responsibilities:

- Plan and coordinate all aspects of events, including budgeting, venue selection, logistics, etc.;
- Proposal preparation gathering quotations and events details to the client.
- Coordinate travel arrangements of speakers and delegates;
- Coordinate with client and stakeholders;
- Negotiate contracts with service providers to ensure cost-effective and high-quality event delivery;
- Manage event budgets, develop the plan for cost savings without compromising quality;
- Manage event setup- all materials, equipment, etc.;
- Work closely with event staff to ensure smooth performance of events;
- Ensure compliance with legal, health, and safety regulations.

### Qualifications and skills:

- A master's degree in event management, hospitality, any other relevant fields or relevant experience;
- Excellent organizational, time management, and multitasking skills;
- Strong negotiation and contract management skills to secure cost-effective and high-quality services;
- Knowledge of event planning best practices;
- Great teamworking;
- Strong independent drive, goal orientation and an eye for detail;
- A structured and organized mindset with an excellent ability to work under pressure;
- Proficiency in Microsoft Office Products (Word, Excel, Power Point).

### Language and skills:

- Fluency in oral and written English (at least C1 level)
- Fluency in oral and written French or German is a strong asset

### Other information:

If you are interested in this position, please send your CV under the heading “**Events Manager**” address it to **Mrs. Vaida Cerneckyte-Larsen, e-mail. vac@ntu.eu**. Please also make sure that you include one or more telephone numbers.

Only selected candidates will be contacted.