



Event Project Manager

Full-time role based in Monaco – various starting dates

As a Project Manager you'll be preparing and running projects for international corporate and agency clients, with the majority of events organised within the region of Monaco, French & Italian Rivas, F1 GP as well as other destinations when required. You will plan and coordinate a portfolio of events that includes incentives, conferences, gala evenings, product launches, involving liaison with contractors, hotels, event venues.

Permanent role based in Monaco – available immediately

Key Responsibilities:

- Analysing requests, providing client with comprehensive event proposals, event advice and guidance
- Managing the client relationships on behalf of the agency through everyday contact and follow ups
- Negotiating with suppliers and venues, preparing contracts with suppliers and vendors
- Ensuring all client projects are carefully project managed to exceptional standards maintain high business conversion rate
- Researching on new activities, suppliers and venues
- Budgeting properly and anticipating clients' needs and expectations
- Coordination onsite, logistics, and managing event staff
- Invoicing and filing
- Internal CRM management
- If necessary attend commercial and networking events
- Engaging in personal development by achieving long term and short term goals set by the senior executives

The Candidate:

You'll have excellent event management skills, with solid experience and knowledge across the full range of corporate events, from hi-end VIP dinners, to international conferences and group hospitality. Above all you'll be confident and proactive - able to deal with a wide range of client requests and work under time pressure.

CMX EVENT MANAGEMENT

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You're an exceptional Event Manager with proven experience of working on a varied range of events - who understands the quality delivery standards required by leading corporates or agencies. You're committed and hard working, with great attention to detail, and enjoy the buzz of working on multiple event projects at once. You're used to dealing with a varied clientele and adapt to different requirements and situations easily. You're a solution finder with excellent interpersonal skills and a can do attitude. You have solid proven experience either in-house or agency, and enjoy the challenge and reward of delivering a varied portfolio of events.

Key requirements:

- Solid events and/or hospitality background, within a corporate or agency environment, with minimum 2 years experience
- Working proficiency in English and French is a must, ideally speaking other languages (in particular German)
- Confident, excellent interpersonal skills
- Solid knowledge of full range of corporate events
- Proven record of project managing and delivering a successful variety of events within a corporate environment
- Excellent logistics skills, great attention to detail
- Well presented, articulate, excellent written and verbal communication skills
- Team player
- Stress resistant
- High level admin experience
- Drivers license

Candidates considered interesting for this position will be contacted within 20 days, if not please deem the position filled.

If your experience matches the key requirements and responsibilities as listed above, please reflect these in your CV and send us your application.

CMX EVENT MANAGEMENT is a leading Destination Management Company / Event Agency in Monaco and French Riviera. With a team of 10, we organise events throughout the whole French Riviera from Monaco to Cannes, Nice, Corsica, St Tropez, Provence, Marseille. We run MICE events and one of our leading operations is hospitality for Grand Prix of Monaco. Our clients are international event agencies or corporate clients from around the world.