



Senior Event & Team Manager

Full-time role based in Monaco – various starting dates

Permanent role in Monaco - available immediately.

Position:

Currently we are looking for a Senior Event & Team Manager. This position requires a number of strong skills and experience as it has a wide range of responsibilities.

Responsibilities:

- project management and event management: you will be taking over certain projects that you will manage from A to Z
- you will be helping the MD to oversee the work of the office in general, such as following up with the day-to-day tasks of all project managers, making sure that all the new requests that come in are taken care of, distributing the workload between the managers, advising the MD about current projects, their status and completion.
- as a team leader, you will be the main point of contact for each event & project manager for any questions they might have throughout their project management tasks
- business development : you will oversee the general strategy of company development, oversee the sales actions plan for each year, will consider new trade show or important business related events to attend to, will oversee the sales action budget, consult the MD on new opportunities.
- website and digital presence: you will oversee the tasks that the team needs to do with regard to digital marketing such as : updating the website with new content, photos, videos, updating social media with new content, overseeing the social media calendar, scheduling newsletter release etc
- you will be required to take regular business trips and sales trip to meet clients and participate in relevant trade show as exhibitor (IBTM, IMEX, Heavent etc).
- you will oversee the CRM (Client Relationship Management) system, will regularly check that the project managers fill out all new deals / clients correctly, giving weekly updates to MD on all the confirmed/cancelled files, making regular statistics
- you will oversee relationships with our partners abroad and our sales representatives abroad and make regular reports about their success rates using CRM

CMX EVENT MANAGEMENT

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Requirements - we will consider only the applicants who fulfil all the requirements outlined below.

Skills:

- fluency in English and French, other languages as a plus
- attention to detail
- strong interpersonal skills and team-work attitude
- diplomatic skills, ability to build dialogue with any type of person and find solutions
- flexibility in terms of schedule and work hours
- ability to multitask, handling under pressure and delivering within tight deadlines
- strong organisation and time management skills
- ability to work independent

Experience:

- experience working for a DMC/event company for at least 3 years is essential for this job.
- experience at a local DMC as a preference (Cote d'Azur)
- experience in leadership position is desirable

PS: Please note that we are also looking for a full time Project & Event Manager, please see description on our website.

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.