

Event Manager - France and International

COMPANY PRESENTATION

ANT Congres, an international communication and events agency, is exclusively dedicated to the healthcare field.

Humanity and listening are at the core of our organization. We work daily to construct and bring our clients' projects to life by providing turnkey solutions.

Our clients are primarily professional health associations scattered around the world (Europe, Asia, and the United States). Our mission is to bring together members through in-person or digital events, thus maintaining connections, communication, and knowledge transmission.

ANT Congress agency is located in the historical heart of the city of Montpellier (France)

JOB DESCRIPTION AND MISSIONS

Within a human-sized company, you are in direct contact with the management composed of the historical founders of the company.

As the person in charge of multiple simultaneous events (conferences, symposiums, webinars...), you may be required to intervene in France or abroad. Depending on the workload you will have the support of an assistant.

During your assignments, in this cross-functional role, you are required to:

- Design the event:
 - Understand the expectations and ensure communication with your clients through continuous support during the entire project
 - Set a budget and monitor it closely
 - Prepare sponsorship packages
 - Manage the marketing of the event with the Organizing Committee
- Promote the conference via a communication strategy:
 - By defining the graphic charter with the client and our graphic designer.
 - Collaborate with the digital marketing manager to define the strategy to be implemented
- Manage all steps required to implement the conference:
 - Design a tailor-made program with the client
 - Develop the schedule of actions to be taken along with the complete logistical deployment

- Contact all third-party vendors analyze their proposals, select them, manage all the steps while ensuring client approval of options selected.

Presence during the event:

- Manage onsite logistics
- Manage participants and presenters
- Manage exhibitors

Webinar management:

- Draft the agenda
- Manage and send the webinar connection details to registered participants
- Schedule technical tests and rehearsals and manage them with the different speakers
- Manage the webinar live (speakers and participants)

COMPETENCIES REQUIRED

- You enjoy interpersonal relationships, cultivate client relations, and are attentive to their expectations
- Prioritizing tasks and meeting deadlines are at the core of your concerns,
- You are able to handle unforeseen events and emergencies by providing solutions
- You can manage several projects simultaneously with versatility, autonomy, and rigor
- You thrive in a team environment and possess a strong analytical and synthesis skills
- Comfortable with communication, you have a strong command of spelling in the French language, and you are fluent in English

The following skills are appreciated:

- Knowing how to design and manage a webinar (zoom; teams) and how to manage a digital event
- Write and publish articles on a website (WordPress) and social media (Twitter, LinkedIn...).

Proficiency in MS Office (Word, Excel, PowerPoint) is essential

Candidate profile

- Degree in communication, marketing or tourism, 3 years post baccalaureate.
- 2-3 years' experience as a successful event manager.

Feel you are the right person for the job?

Don't hesitate and submit your application, and soon you may join our stimulating and joyful team, providing you with the opportunity to express all your qualities!

The added-value of our company:

- Work in an international environment
- International travel

Job type:

Full time, CDI

Salary: between 1 900 and 2 600 € (gross salary) according to previous experience

Advantages

- ✓ 13th month
- ✓ Profit-sharing agreement
- ✓ Flexible working hours
- ✓ Participation in the private health insurance plan
- ✓ Meal vouchers
- ✓ Gift cards / Holiday cards

APPLY

Are you interested by this job offer?

Send your resume and cover letter or any other means of distinguishing yourself to the following email: contact@ant-congres.com

SEE YOU SOON!



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AU BOUT DU MONDE

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Miami, Londres, Beijing etc

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