EuroEvents is a premium business information provider, organizing state of the art conferences and business event for industry leaders in Finance, Telecoms, Healthcare industries working with majority of Global Fortune 500 Companies.

To match our ambitious plans for rapid expansion, we are currently seeking bright ambitious and dynamic graduates, offering YOU to fulfil your career ambition, whether it be understanding the business cycle, international travel, earning competitive rewards, developing your organizational skills... or something else entirely.

You will work closely with senior decision makers from the world’s largest and most innovative institutions, matching their requirements with our uniquely tailored events. We provide world class training with excellent earnings through uncapped commissions and career development with outstanding opportunities through our fast-track management program internationally. [[www.euro-events.co](http://www.euro-events.co/)]

CONFERENCE PRODUCER

We require:

* Excellent written and spoken English
* University degree, preferably business related
* Excellent communications skills
* Enthusiastic and highly motivated individuals
* Excellent organizational and time management skills
* Presentation skills
* Flexibility and willingness to learn
* Computer Skills: Microsoft Office. Experience in internet research
* Work Experience: at least 2 years
* Additional languages are an advantage

We offer:

* Competitive salary plus attractive ‘no-limit’ commission system
* 4 weeks annual leave
* Social benefits and Incentives
* Fun working environment
* Excellent career progression: Trainee Conference Producer > Producer > Senior Producer > Conference Production Manager > Conference Director
* International travel

Responsibilities include:

* Conducting internet based research
* Carrying out in-depth phone based interviews with senior business executives
* Developing and finalizing a conference program
* Recruiting high level executives to the speaker panel
* Co-operating with the Sales, Marketing and Sponsorship teams to maximize conference revenue
* Co-operating with the Events team to ensure a successful event
* On-site event management

If you are interested in this career opportunity with EUROEVENTS, please send your CV in English to [operations@euro-events.co](mailto:operations@euro-events.co)