Event Coordinator (CEE & Central Asia)

Астана, Казахстан

To apply, please go on our website here: http://jobs.seedstars.com/apply/lGTydnd7mn/Event-Coordinator-CEE-Central-Asia?source=AvizInfo

Are you passionate about startups, excited about innovation, and want to play an important role in developing the entrepreneurial ecosystem in Eastern Europe & Central Asia? If so, join the Seedstars World Team!

The tasks include but are not limited to:
• Planning, execution and follow-up for the CEE Regional Summit and then the Global Seedstars Summit
• Assist with all other event preparation, from inception to day-of execution to post event wrap-up
• Key responsibilities
• Operations & Logistics
• Coordinate event logistics such as registration, hotel, catering, transportation, networking activities, etc.
• Supervise and coordinate event contractors and suppliers, including budget negotiation
• Order, distribute, and manage all event materials and execution items
• Stakeholder and speaker research
• Manage Social Media and communication with some specific stakeholders, including post-event
• Support with content creation
• Support on event wrap-up and reporting

YOUR PROFILE:
• Excellent organisational skills and attention to details
• Highly proficient in spoken and written English
• Preferably to speak Russian
• Previous event organisation experience
• Startup ecosystem + Innovation knowledge is preferable
• Strong communication skills, ability to communicate on time, in an impactful way to both team members and external stakeholders
• Ability to balance strategic thinking and on-the-ground concrete and swift actions
• Strong belief in getting things done - We are nomads traveling around the world so it is important to have drive, ownership and execution.
• Working in remote with an international team, you have to be comfortable working alone and capable to prioritize and make things happen
To apply, please go on our website here: http://jobs.seedstars.com/apply/lGTydnd7mn/Event-Coordinator-CEE-Central-Asia?source=AvizInfo

Цена: Договорная	Тип объявления: Сниму, арендую	Торг: --

Ratko Ratko **38598665116**