

## **GABC EVENTS MANAGEMENT**

### **JOB VACANCY**

The German Australian Business Council is looking for a new event management employee to support our mission to be a catalyst for the generation of business opportunities and relationships between our two nations. The position is available from June 1st. The primary duties (undertaken independently and/or together with the responsible Board member) will be to ensure the smooth preparation, running and follow-up of both physical and remote events.

### **TASKS & RESPONSIBILITIES**

As Events Manager your responsibility is to make sure all events run smoothly. Due to the current circumstances, most events are Zoom Webinars. These have to be prepared, announced on social media and managed. In person events need more preparation, for example venue scouting, decorations and making sure that the setup is suitable and as discussed.

### **SKILLS & EXPERIENCE**

- Experience in organising events
- IT Skills (Zoom Webinars, MS Office)
- Design skills for invites & social media is a plus
- Know-how in negotiating with event locations (hotels, restaurants, catering)
- Excellent communication skills in both English and German
- Location in Frankfurt or surrounds

### **SOUNDS INTERESTING?**

The job offers flexible working hours on 450€ Mini Job Basis.

If you are interested or know someone who might be a fit, please reach out to our Board member Malte Schudlich ([malte.schudlich@gabc.eu](mailto:malte.schudlich@gabc.eu)).