

Event Assistant

Full time, permanent position, availability from 2nd January 2019

We are recruiting a highly-motivated person to develop, organize and implement all events in the Business Development Unit.

SolarPower Europe, is a member-led association representing over 200 organisations active along the whole value chain. Our aim is to shape the regulatory environment and enhance business opportunities for solar power in Europe.

Reporting to the Event Manager, you are responsible for the following tasks:

Support the development and organisation of all internal and external events (including budget, agenda, logistics and marketing):

- Organising agendas and programmes (concept, topics, speakers) of all events
- Coordinate all elements of speaker management (selection, invitation, follow up, on site management)
- Manage a large range of sub-contractors (venue, catering, audio visual, security, stand builders, designers etc.)
- Develop, negotiate, sell and follow up event partnership and sponsorship contracts
- Increase revenue through attracting delegates, sponsors and partners
- Coordinate delegate registration process (pricing, registration system, invoicing, communications)
- Responsible for developing, disseminating and analysing a satisfaction survey for all important events
- Develop new events and partnerships to diversify and increase revenues and position the organisation
- Following the event related budgets
- Any other tasks deemed necessary to achieve the objectives of the Association

Profile:

- Fluent English (native speaker level), any other European language is an asset.
- Degree in event management, business, economics or equivalent
- At least one year's experience and interest in events management
- Excellent organisational skills, flexibility, responsibility
- Strong written and oral communication skills
- Willing to work in a dynamic international association
- Customer oriented and high attention to details
- Ability to work independently as well as in team as well as under pressure and with tight deadlines
- A passion for renewable energies

Application:

A CV (maximum 2 pages) and short motivation letter should be sent to c.otten@solarpowereurope.org until 12:00 on 9 November 2018 quoting **"Event Assistant" in subject line.**

Please note that only short-listed candidates will be contacted for an interview.

For more information on SOLARPOWER EUROPE, please visit www.solarpowereurope.org