

PKF hospitality group is the internationally recognized market leader in hotel, tourism and leisure consulting as well as a leading organizer of events in the areas of hospitality, serviced living, tourism and leisure. PKF hospitality group reorganized its global event business and is now launching the new umbrella brand of **196+ events – hospitality events for curious minds.**

To roll out and organize our new **196+ events** internationally we are now looking for a fulltime Vienna-based

## Event Coordinator

starting **January 2024.**

### Your Tasks

- contributing to the operational roll-out of the concept in the existing locations of Munich, Milan and Vienna with the plan to grow
- organising and planning aspects of events, from strategy and budgeting to execution
- ensuring all technical and logistical requirements meet the event schedule
- planning, organizing, and executing award competitions
- working closely with our Managing Directors as well as with marketing and sponsoring teams to ensure economic success of each event
- assisting with daily business activities

### Your Profile

- 2 years of professional experience in the field of event management
- international experience and ability to deal with different people and cultures
- dynamic, pro-active and service-minded personality
- reliable, diligent and fully committed
- open-minded, team-oriented, flexible, and able to work independently and under high-pressure
- excellent verbal and written English and German language skills is a must, knowledge of other languages is an advantage
- proficient in Microsoft Office (Word, Excel, PowerPoint)
- global perspective and ability to travel

### Our Offer

- be part of the leading hospitality, tourism & leisure consulting firm
- active participation in making 196+ events the market leader for hospitality events
- diversified work in an interesting, global environment
- friendly and team-oriented working atmosphere with flat hierarchies
- divers and multinational team, working together across borders
- professional development and further training
- € 30,000 gross salary per annum, with willingness to pay more according to qualification and experience

We believe that diversity makes us a stronger firm and look to employ people with different backgrounds, ideas, styles and skillsets.

If you are interested in joining the leading hospitality consulting firm, please submit your application (CV + cover letter) to [recruiting.vienna@pkfhospitality.com](mailto:recruiting.vienna@pkfhospitality.com).