

Communications Event Manager

IT Services Hungary

Job ID: 104424
Country: Hungary
Location: Budapest
Region: Budapest
Employment Type: Full Time - Regular
Job Level: Professional

Job Description

 As the member of the T-Systems International delivery organization, the Event Manager is responsible for planning, organizing and running company-wide events. He/she runs the corresponding communications as an Expert. The Event Manager ensures the successful participation of ITSH on external events. He/she acts as single point of contact with internal resources and external partners for internal and external events.

- Manages and runs internal events end-to-end
- Cooperates with partners as an internal resource for external events
- Prepares communication campaigns, organizes promotions in connection with company-wide events
- Manages internal communication channels to support the events (intranet, newsletter, poster, polling, etc.)
- Performs event follow-up surveys, reports and communication
- Writes event tenders, evaluates the offers striving for optimal utilization of the approved budget
- Manages suppliers and agencies supporting the events
- Manages event finances
- Performs administrative tasks in connection with the events

Job requirements

- Higher education degree
- At least 3 years' experience as Event Manager, more years will be an advantage
- Relevant event/conference organizer experience in multinational, internal or agency environment
- Experience of structuring, running and managing complex events, including coordinating the work of internal resources and external agencies
- Experience in managing strict purchasing and budgeting policies, project budget planning and compliance
- Good collaboration and communication skills
- The flexibility to travel in-country (4 locations)
- MS Office, basic graphical knowledge
- Fluent English language skills

 Advantages:

- Driving License (B)
- Experience in photo and/or video shooting
- Knowledge in SharePoint or other collaboration tools
- Project management certificate (PMP, Prince2)

IT Services Hungary

 IT Services Hungary is the biggest ICT employer of Hungary, the subsidiary of T-Systems International. Our company uniquely offers the whole portfolio of ICT-services operating from our centres in Budapest, Debrecen, Pécs and Szeged. We satisfy the needs of clients on international scale in the fields of system integration and operation, while our services also include all the widely used software and hardware platforms of SAP systems services as well as distant and local server operation, network management and supervision. Our work has been acknowledged by awards "Investor of the Year" (2008 and 2015) and "Employer of the Year" (2014/2015, National Champion). Since 2014, our company has also won the Superbrands award multiple times, while most recently IT Business gave us the title "The Most Successful ICT enterprise" in 2017.
 We are looking for experienced professionals to become part of our continuously developing and growing company!

Contact

IT Services Hungary

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