



## **PROJECT MANAGER IN SALES | EVENT & MOTIV WANTED FULL TIME WITH IMMEDIATE EFFECT**

### **1. WE – THE MALZFABRIK EVENT GMBH**

From a music label made up of friends to the Malzfabrik event service. In 2006, a network of artists and creative people got together, moved to the listed Malzfabrik site and fell in love with every square metre. The Malzfabrik Event GmbH was formed through the dedication to the location and since then has been serving all facets of the event sector at this extraordinary location with its special rooms.

As an exclusive partner in the field of event & motif, we make our contribution to the Malzfabrik brand and to sustainability in the field of events. Of course with a full service from a single source.

Our exclusive event locations in an industrial ambience with adjoining parking area offer plenty of space for various event formats. For the implementation and supervision of our events, we are looking for a full- or part-time project manager with immediate effect.

Do you like events of all kinds? Do you know your way around the event sector and would you like to work in a committed, friendly team?

Then become part of the Malzfabrik Event family with immediate effect and support us in our day-to-day event business. We are looking forward to you!

### **2. YOU – YOUR RESPONSIBILITIES**

- Your responsibility lies in the sales of the location Malzfabrik (negotiation of conditions with customers, from the preparation of the offer to the execution of the contract. Coordination and support of customers as well as follow-up of the projects)
- In addition, you will be responsible for planning the event as a full service, in particular in terms of technical equipment, furniture, staff and catering in consultation with the client's requirements.
- You are the contact person for the event organiser on site.
- You are responsible for compliance with legal regulations and provisions
- You brief and lead the team at the event itself
- You represent the location Malzfabrik and represent its interests
- You build up and maintain your own customer base.

### 3. YOU – YOUR SKILLS

- You have completed a commercial apprenticeship in the event sector or similar. Ideally you already have experience in event planning or sales (career changers are welcome)
- Coordination and planning are your passion and you always keep the overview
- As an organisational talent, you have a systematic way of working and are good with figures
- You like to work independently, in detail, solution-oriented and on your own responsibility
- You are practically inclined and like to lend a hand
- Your German and English skills are very good and you are a good communicator
- You are reliable, have a high sense of responsibility and are flexible
- Flexible working hours suit you best and you are not afraid to work at night or on weekends and holidays. weekends and public holidays
- First and foremost, you are enthusiastic about events and the media

### 4. US - WHAT YOU CAN LOOK FORWARD TO

- A friendly, motivated team
- A friendly team with flat hierarchies
- An environment with lots of brick and greenery on a historic site (breaks in the park are a blessing)
- A fair salary and 30 days holiday
- A Germany ticket
- A mobile phone
- A varied field of activity
- The prospect of a long-term working relationship at one of the most beautiful workplaces in the capital city

### 5. YOUR APPLICATION

Degrees or grades are not important to us. For us, the "total package" is decisive. Send your cover letter with salary expectations, CV and all relevant references to Tina Ellerbrock: [te@malzfabrik.de](mailto:te@malzfabrik.de)

### 6. CONTACT

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