

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. Under the umbrella brand **196+ events – hospitality events for curious minds**, PKF hospitality group organizes a series of high-profile events in various cities, with a focus on hospitality investments and one key goal: creating valuable networking opportunities.

To support our highly motivated **196+ events** team in creating unforgettable event experiences all over the world, we are now looking for a fulltime

Event Coordinator

starting immediately.

Your Tasks

- contributing to the operational roll-out of the 196+ forum concept in the existing locations of Munich, Milan and Vienna with the plan to grow
- contributing to the operational roll-out of 196+ lounge concept at international hospitality fairs like EXPO REAL, MIPIM, etc
- organizing and planning all 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 internal and external stakeholders to ensure economic success of each event

Your Profile

- ideally 2 years of professional experience in the field of event or project management
- dynamic, pro-active and service-minded personality
- reliable, diligent and a high level of commitment
- open-minded, team-oriented 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)

Our Offer

- be part of the leading hospitality, tourism & leisure consulting firm
- active participation in our vision to making 196+ events the market leader for hospitality events
- diversified work in an interesting, global environment with a diverse and multinational team
- team-oriented and highly motivated working atmosphere with flat hierarchies
- professional development and further training with room to grow

This position is either remote (West Balkans, Slovenia, or Croatia) or based in our Zagreb or Vienna office.

We believe that diversity is an asset and welcome people with different backgrounds, ideas, styles and skillsets.

If you are interested in joining the event department of a leading hospitality consulting firm, please submit your application (CV + cover letter) to recruiting.vienna@pkfhospitality.com.