



## ABOUT US

E.STYLE is a live marketing communications agency providing creative ideas and implementation services with its HQ in Frankfurt and branch offices in Berlin, London, Moscow and Seoul.

Owing to the constant growth in size and frequency of events, E.STYLE plans to expand its Team strength in the **HQ (Frankfurt) and Branch office in ( London )**.

E.STYLE is looking for a **DYNAMIC GO-GETTER**, who is extremely passionate about event marketing to join us in the position of **EVENT PROJECT ASSISTANT**

A Project Assistant at E.STYLE can expect to be welcomed into a work environment, which provides ample scope for creativity and a chance to work on a variety of events.

If you see yourself working in an agency where team members belonging to more than half a dozen nationalities work together to create some spectacular experiences for our clients, then we may be what you seek.

## KEY RESPONSIBILITIES

- ▶ Working closely with the project team to support in development of creative concepts as per brief within strict timelines.
- ▶ Lead small departments and take care about research requests on Event requirements and event logistics: venue, staffing, catering, AV, etc.
- ▶ Proposal preparation and implementation (including onsite operation)
- ▶ Liaising with in-house consultancy team, suppliers including offer negotiation
- ▶ Attend project meetings (kick-off, event, check-in, report out, project updates)
- ▶ Independent handling of designated tasks within projects

## QUALIFICATIONS, EXPERIENCE AND SKILLS

- ▶ University degree in Marketing communications / Event Management / Hospitality or related field
- ▶ 1+ years' experience in events/marketing management and production ( preferred , but not mandatory)
- ▶ Some experience of consumer / trade events and / or theatre tours and / or festivals

- ▶ Writing and speaking communication fluency in English is essential (Other language is optional)
- ▶ Proficiency in MS Office programs especially PowerPoint
- ▶ Sufficient skills in arranging content in PPT format and creating proposals and operation manuals
- ▶ Good communication skills and client-orientation

### **PERSONALITY TRAITS OF AN ASPIRING E.STYLER**

- ▶ Confident and outgoing personality
- ▶ Excellent team player
- ▶ Professional, confident and articulate communicator
- ▶ Organized with the ability to multi-task effectively
- ▶ Exhibits a positive, can-do and hands-on attitude
- ▶ Flexibility and adaptability to dynamic and fast-moving environment
- ▶ Passion for field of Events and marketing sector

If you are highly motivated and looking to join an organization where you can make an immediate impact, we would like you to send us your application at [jobs@eslmc.com](mailto:jobs@eslmc.com) .

#### **Kindly mention following in your application**

1. Job code - R - PA- ES- 2017
2. Earliest date of joining
3. Expected salary
4. Location preference if any

**To know more about us , visit our homepage [www.eslmc.com](http://www.eslmc.com)**