



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

E.STYLE UK 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.

▼ **Event Project Assistant (R-PA-L-2017)**

▶ **JOB DESCRIPTION**

Key responsibilities of the role

- ▶ Working closely with team to Support in development of creative concepts and proposals in all areas of live communications
- ▶ Liaising with in-house consultancy team, suppliers and speakers throughout the delivery process
- ▶ Research on Event requirements and event logistics: venue, staffing, catering, AV, etc.
- ▶ Independent handling of designated tasks within projects
- ▶ If required, On-site attendance at events to ensure they run smoothly

Desired Skills and Experience

- ▶ University degree in marketing communications or completed training as an Project Assistant
- ▶ 1+ years' experience in events/marketing management and production
- ▶ Some experience of consumer / trade events and / or theatre tours and / or festivals
- ▶ Organised with the ability to multi-task effectively within a pressured and fast-moving environment
- ▶ Writing and speaking communication fluency in English is essential (Other language is optional)
- ▶ Very good knowledge of MS Office package, especially PowerPoint
- ▶ Confident and outgoing personality and also Excellent team player
- ▶ Good communication skills and client-orientation



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 .

To know more about us , visit our homepage www.eslmc.com

