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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 someone extremely passionate about event marketing and with strong desire to learn. Creative and agile, you'll be able to think outside of the box, re-group and change tactics instantly. If you see yourself working in an agency where team members from different nationalities collaborate to create spectacular experiences for our clients, then look no further.

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## **PROJECT EXECUTIVE / ACCOUNT EXECUTIVE**

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### **▶ JOB DESCRIPTION**

#### **Key responsibilities of the role are:**

- ▶ Working closely with the operation team in London office to conceptualise, develop ideas and present events to prospective clients (Reporting to Project Manager)
- ▶ Supporting the team for end to end planning, project management and delivery of event logistics: venue, staffing, catering, AV, etc with the support from Project Assistants.
- ▶ On-site attendance at events to ensure they run smoothly
- ▶ Post-event support where necessary – e.g. consolidating contact information/follow up opportunities etc.

#### **Type of projects to handle**

Our projects take place in several European countries, they include:

- ▶ Product Promotions
- ▶ Sports Marketing
- ▶ Corporate events (Press conference, Forum, etc.)
- ▶ Exhibitions and trade shows
- ▶ Integrated live campaigns

#### **Desired Skills and Experience**

It is essential that the successful candidate has the following knowledge and experience:

- ▶ University degree in marketing communications or completed training as an event manager
- ▶ Highly organised with the ability to multi-task effectively within a pressured and fast-moving environment
- ▶ Demonstrated capabilities to handle tight deadlines, shifting priorities, and the ability to find creative solutions.
- ▶ 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
- ▶ Commercial awareness

If you are highly motivated and looking to join an organization where you can make an immediate impact, we would love to hear from you.

Please use the job code A2L2017 in the subject line and send your application (CV, cover letter, references) to [jobs@eslmc.com](mailto:jobs@eslmc.com). Please also let us know your salary expectations and earliest starting date.

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