

Event Management Consultant

Lux-Advisory is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for an **Event Management Consultant**.

Objective

The objective is to assist the Corporate Governance team in preparing high-level events in the course of 2023, in particular the Annual Meeting in June 2023 and the Shareholders' Day in November 2023.

Services description

- Event management
- Coordination of internal stakeholders and external providers

Deliverables

- Helping prepare a possible outreach high-level event outside Luxembourg – March 2023 (to be confirmed)
- Preparation and delivery of the annual meeting – June 2023
- Preparation and organization of Shareholders' Day – November 2023
- Engagement in the organisation of other events, beyond those specified above

Technical skills

- 3 to 6 years of relevant experience
- Proven experience in event management
- Coordination of logistical details in preparing high-level events
- Proven experience in dealing with multiple stakeholders

Soft-skills

- Attention to details
- Team player
- Ability to meet tight deadlines and react to unexpected changes
- Good writing skills in English, with knowledge of French desirable

Contact

- Please send your CV and cover letter to hr@lux-advisory.com