

The Leader of the Pack.

As the inventor of the modern tower crane, WOLFFKRAN sets milestones in crane technology. A WOLFF is the logistics center of the construction site, created for economic and intelligent building.

If you are passionate about organizing impeccable events, then you may be interested in our new position as

EVENT PROJECT MANAGER (M/F) 80% - 100%

in our Group Marketing team based in Baar, Switzerland.

Your Challenge

WOLFFKRAN is a leading provider of quality lifting solutions serving a global customer base in construction from operations based across central Europe, the UK, the Middle East and North America. We are looking for a dedicated marketing professional with event experience to assume end-to-end responsibility for the delivery and promotion of our participation at industry events and our own customer events. In this high visibility role you will heavily interact with a wide range of internal stakeholders and external suppliers with the single goal of aligning all resources to deliver a unique brand experience. You will be the go-to person of WOLFFKRAN regarding all event related matters for both our people and our customers.

Your Key Responsibilities

- Plan, coordinate and implement all trade show and conference participations, customer events, and sponsoring related activities
- Manage the entire invitation process and ensure that events are promoted on all internal and external communications channels relevant to the target audience
- Assume full responsibility that all events are delivered on time, within budget and in line with our brand identity
- Support the Head of Marketing in planning the events calendar as part of an integrated marketing communications strategy

Your Main Tasks

- Liaise with internal stakeholders to identify target and scope of the planned events
- Research and liaise with event organizers and external suppliers in order to design the event program and plan costs
- Ensure timely registration for industry exhibitions and conferences and reservation of event venues and hotels
- Commission and manage all suppliers before, during and after the events, monitoring costs and maintaining budget
- Define and coordinate internal staff and resources necessary for planning and implementing the event and ensure timely communication of requirements and responsibilities to all parties concerned
- Manage block hotel bookings and room allocations for event participants
- Create content for invitations and event landing pages, manage the invitation and registration process in our CRM and Mailing tools, proactively communicate status to internal event stakeholders
- Create content and drive the promotion of events on all relevant internal and external communications channels (print and digital)
- Coordinate the production/supply and logistics of event material, merchandising and marketing collateral to/from the event venue
- Oversee operations during the event, manage all external staff on site, act as first point of contact for all participants and internal stakeholder
- Verify invoices, monitor budgets and costs, prepare final event reporting

Your Profile

- Degree in Marketing or Communications
- 3-5 years professional marketing or communications experience (client or agency side), with a proven track record in end-to-end event management
- Proven skills in communicating across departments and managing multiple internal stakeholders and/or experience with leading cross-departmental projects
- Experienced in briefing, negotiating with and managing agencies and suppliers
- Proficient use of MS Office (in particular PowerPoint and Excel) and previous experience with Mailing, CRM and Content Management systems
- Likes to work independently and take ownership from the creative idea to the operations on site, and willing to work hands if required
- Has strong organizational skills, can handle many tasks of different nature and thrives on paying attention to detail
- Is personable and approachable, can communicate with internal and stakeholders of different professions and cultures
- Fluent in English and German, both written and spoken
- Willing and able to work on weekends occasionally
- Willing to travel globally (predominantly in Europe) approx. 20-40%
- Holding a valid driver's license

Your Future Perspective within the WOLFF-Team

We offer an extraordinary challenging career opportunity with a competitive salary and a comprehensive benefits package

- A friendly, flexible and international work environment and networking opportunities with high-level executives
- Continuous professional and personal development
- International travel opportunities

Your Next Step

If you're ready to be challenged, we look forward to hearing from you. Please send your application with your resume, a brief introduction of your experiences and details on your salary expectations and availability to k.probst@wolffkran.com.

WOLFFKRAN is an internationally active European manufacturer, lessor and service provider of tower cranes. Technical expertise, close customer proximity and absolute reliability are our day-to-day business. Tower cranes for economy in construction – that is our specialty and our passion. With one-stop production, sales and rentals, WOLFFKRAN is able to guarantee top performance throughout the entire process chain. The result is a cranesational service for economy in construction. Worldwide.