



Our company

Vitalis Events is a boutique event management company based in Geneva, which has been servicing local, regional and international clients from different industries since 2003. Quality and the personal touch are always at the top of the Vitalis agenda, along with respect, team spirit, responsibility and a sense of fun.

Our team

The Vitalis team is made up of cheerful, hard working professionals at different stages of their career, with strong business ethics and a can-do attitude.

Your position

With exciting new developments here at Vitalis, we are currently looking for an

Event Coordinator (fixed-term 6 months)

to coordinate large national and international conventions, meetings, product launches, congress participation, public events, digital events, incentives, association management etc., in whole or in part.

This includes all aspects of event management, including (but not limited to) managing room blocks and delegate registrations, flights booking, venue searching, coordinating suppliers (AV, catering, transportation etc.), working with artistic directors and communication agencies, managing budgets, performing independent site inspections (without DMCs) and coordinating events and staff on site.

The candidate

The ideal candidate will have at least 1 year experience in a similar position.

Event agency's experience strongly preferred. And willing to travel in Switzerland and abroad.

Our future colleague will be an enthusiastic professional who is able to build relationships with customers, co-workers, suppliers, and external partners; (s)he will be able to anticipate project needs, prioritize work, meet deadlines and uphold the constant quality which qualifies all our projects. Flexibility and curiosity are a must.

Fluency in French and English is required, German is a big asset.

Please apply exclusively at: jobs@vitalis-events.com.

We look forward to hearing from you!