

Junior Project Manager

English (*Proficient*) Russian (*Pre-intermediate*)
Contract work (IČO) Prague

[BCF](#) is a company, which is focusing on organizing B2B events in different industries.

We are seeking self-motivated and commercially minded achievers to join our Prague Production Division as Junior Project Manager. In this role, you would be responsible for working with senior professionals from leading worldwide companies, to develop the intellectual and commercial content of our bespoke conference programs within cross-industry sectors.

Your main tasks will include:

- Researching, finding and inviting (by telephone & email) senior level executives to present at our Conferences
- Managing the event project from initial design right through to on-site management and completion
- Designing and managing the programme, writing presentation titles and negotiating with Speakers
- Preparing Speaker and programme information for the Sales team
- Being 'on stage' at the event taking responsibility for all aspects of the conference
- Selling high-level sponsorship packages to major partners

Requirement:

- MS Office skills, fluent English (spoken & written), second foreign language is an advantage
- Good organisational skills, flexibility, creativity, ability to solve problems in an efficient way, good communication skills, positive can-do mind set, independent decision making combined with team work, strategic planning and analytic thinking
- Experience in the field of conference organisation

What we offer:

- 24 days annual leave
- Multisport
- Sick Day
- Business trip
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