



AXIVAS



**MAKE YOUR DAY
A SALES DAY
JOIN THE TEAM**

EVENT PRODUCTION MANAGER (m/f)

YOUR RESPONSIBILITIES

- ▶ Drive the localization of marketing and communication materials and timely delivery of related services from initial request to completion
- ▶ Drive a customer project from end-to-end
- ▶ Communicate project status to customers and other stakeholders
- ▶ Be the go-to person for any issues or problems with a project
- ▶ Develop and maintain working relationships with design and editorial resources
- ▶ Develop and maintain effective and positive client relationships
- ▶ Ensure cost-effective production of high-quality final products
- ▶ Design Enhancements of MS PowerPoint Presentations
- ▶ Ensure proper formatting of titles, headings, and other textual and graphic elements and that format corresponds to appropriate template according to SAP Corporate Design Guidelines
- ▶ Improve graphics and/or charts created in Powerpoint or other graphic design tools (such as Photoshop, Illustrator, if needed)
- ▶ Work in close relationship with presentation designer and editing team

YOUR QUALIFICATIONS

- ▶ Bachelor's degree or equivalent experience
- ▶ 2 - 3 years' experience in production management preferably in an agency environment with event experience
- ▶ Ability to adapt corporate design guidelines for MS PPT, deep understanding of the importance of the visual entity of a brand
- ▶ Ability to work to tight deadlines, and independently within a given framework. Showing high level of dedication for assigned jobs
- ▶ Profound MS PowerPoint Presentations design skills
- ▶ Solid understanding of graphic design
- ▶ Ability to provide initial customer consultation on design solution
- ▶ Solid understanding of content development
- ▶ Experience managing multiple projects

If we have awakened your interest please send your application documents stating your salary expectations and your earliest possible starting date:

OUR OFFER

The Axivas Group is an international operating and fast-growing company and stands for competent business customer service in sales, service and support with four national and six international locations.

It requires a lot of tact and experience to establish business contacts, to develop effective sales concepts and marketing strategies to pave the way to success. Companies such as SAP, IBM, Microsoft, ABB place their trust in Axivas.

In addition to attractive working conditions and a state of the art infrastructure, we offer you the opportunity to continuous advancement in a dynamic and innovative company.

A positive working environment with a strong spirit, great colleagues, flat hierarchies and short decision-making routes.

After the initial on the job training phase and continuous trainings, you will have the opportunity to take on a versatile and responsible job position.