



ZSIDAI GROUP IS A ONE OF THE LEADING
GASTRONOMY & HOSPITALITY GROUPS IN HUNGARY

Join our team as an

EVENT COORDINATOR

Our company is seeking a highly organized and detail-oriented Event Coordinator to oversee the planning and execution of various events from 20 to 1000 people. The ideal candidate should have a passion for event planning, excellent communication and project management skills, and the ability to work well under pressure.

We offer a competitive salary and benefits package, as well as opportunities for growth and advancement within the company. If you are a creative problem-solver with a passion for events, we encourage you to apply for this exciting opportunity.

RESPONSIBILITIES:

- Work closely with clients to understand their event needs, budget and vision.
- Develop event proposals, timelines and budgets that meet client objectives and company standards.
- Source and negotiate with vendors and suppliers to secure the best rates for event services and products.
- Coordinate event logistics including venue booking, transportation, catering, and audio-visual equipment.
 - Create and manage event schedules, itineraries, and staff assignments.
 - Collaborate with operations team members to ensure all aspects of the event are executed smoothly.
- Manage on-site event operations, including vendor set-up, registration, and troubleshooting.
- Conduct post-event evaluations and provide feedback to clients and team members to improve future events. As well as create pre event P&L and post event P&L.

REQUIREMENTS AND SKILLS:

- Bachelor's degree in hospitality management, event planning, or a related field
 - At least 3 years of experience in event planning and coordination
 - Excellent organizational and project management skills
 - Strong communication, negotiation, and interpersonal skills
 - Fluency in English
 - Proficient in Microsoft Office and event management software
- Ability to work flexible hours, including evenings and weekends depending on event schedules.

APPLY HERE:

kARRIER@ZSIDAI.COM

