

Event Manager and Program Coordinator (m/f/d)

Are you ready to be part of shaping a sustainable energy future with WIP Renewable Energy? We're on a mission to make the global energy system more sustainable by promoting innovation and integrating renewable solutions. We offer services in the areas of renewable energy technologies and market acceptance as well as events, trainings, and knowledge transfer. As organizers of the renowned EU PVSEC, focusing on cutting-edge photovoltaic research and technologies, we're seeking an enthusiastic Event Manager and Program Coordinator (m/f/d) to join our team. This role offers both full-time and part-time options and is a permanent position.

Your Responsibilities

- Design and organize national and international events. Take charge of the program coordination while overseeing all project details and costs to ensure a smooth execution.
- Support the project management and sales for the EU PVSEC, serving as main contact for exhibitors, sponsors, and partners. Manage exhibitor communication and provide customer assistance.
- Help to streamline the registration process, database maintenance, and coordinating payments to ensure smooth and efficient operations behind the scenes.
- Work closely with colleagues from various departments and international partners to develop new exhibition and event concepts.

Your Qualifications

- Bring initial experience in event organization, exhibitions, congresses, sales or related industries after completing higher education studies or a relevant vocational training.
- Demonstrate strong communication skills, a customer-oriented mindset, and the ability to work independently with a high sense of responsibility.
- Show structured work methods, with a passion for sustainability and renewable energies.
- Proficiency in both German and English, along with familiarity with MS Office 365.

What You Can Look Forward To

- Enjoy flexible working hours and remote work options, along with various opportunities for professional development and growth.
- Join a diverse work environment with a motivated team where collegial support comes first.
- Take on a challenging role with exciting travel opportunities while contributing to international projects and partnerships, making a meaningful impact on a global scale.

Ready to create a brighter tomorrow? Apply now and let's shine together!

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