



## Career opportunity at AEB: Events coordinator

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| <b>Who we are</b>              | <p>AEB is the leading foreign business association with 500+ members, organized in 60+ committees, sub-committees, and working groups, representing 26 countries, and involving 6500+ community participants in 200+ events and committee meetings per year. Our purpose is to make a positive contribution to the improvement of Russia's investment climate, to advocate the interests of our members, and to strengthen economic ties between Europe and Russia and its Eurasian neighbors.</p>   |
| <b>What we are looking for</b> | <p>We are looking for an energetic, communicative, and result-focused personality who enjoys multi-tasking to keep AEB events at the highest level. You will be responsible for:</p> <ul style="list-style-type: none"><li>• Establishing and maintaining relationships with clients, vendors and venues</li><li>• Manage all correspondence.</li><li>• Planning event details and aspects, including seating, dining and guests</li><li>• Book venues and schedule speakers</li><li>• Managing events and addressing potential problems that may arise</li><li>• Negotiate with vendors to achieve the most favorable terms</li><li>• Do final checks at the day of the event to ensure everything meets standards</li><li>• Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations</li><li>• Keep inventory of backdrops, projectors, computers, and other display materials</li></ul> |
| <b>What we expect</b>          | <ul style="list-style-type: none"><li>• Proven experience as event coordinator (2 years and more)</li><li>• Strong communication skills – written and verbal</li><li>• Strong negotiation, leadership, and planning skills</li><li>• Ability to multi-task, remain calm and work under pressure in a fast-paced environment</li><li>• Proficient in MS Office</li><li>• Attention to details and good problem-solving skills</li><li>• Ability to work effectively as part of a team and also take initiatives when the need arises</li><li>• fluency in Russian, English</li></ul>  |
| <b>Our career offer</b>        | <p>We offer you a competitive salary, and an opportunity to thrive in an international and multi-stakeholder work context as part of a young, dynamic, and highly motivated team.</p>  |



Association  
of European  
Businesses

**Your contact**



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