

## Conference Manager (m/f/d) in Berlin

We at Lexxion take pride to serve all kinds of stakeholders within the European Union. Based in Berlin we offer journals, conferences, books, and professional trainings in fields such as European Structural and Investment Funds, State aid and European food law.

We are looking for a **Conference Manager** (m/f/d) to join our events team.

### YOUR MAIN TASKS

- Developing, organising, and conducting professional trainings and conferences on-site (all over Europe), online or hybrid
- Development and management of professional trainings and conferences
- Coordination of marketing activities with the relevant department
- Recruitment and ongoing contact with speakers
- Budgeting of your assigned events

### OUR REQUIREMENTS

- Bachelor's degree (or higher) in a related field
- 2 years (or more) of experience in event management, or equivalent
- Willingness to travel frequently to destinations within the EU
- Understanding of the functioning of the EU
- Willingness to broaden your knowledge on event-specific topics (e.g., European State aid law or European Structural and Investment Funds)
- You are a great team player, and you have great communication skills
- You are well-organised and a strategic thinker
- Language Skills: English (C1-C2), German (B2-C1)

### OUR OFFER

- Gain extensive experience in a dynamic publishing house with a European target group
- Explore Europe's beautiful destinations while working
- You will work closely with leading experts from EU institutions, top-tier law firms, EU and international academics and professionals
- Professional environment that supports self-initiative flat hierarchy and freedom to turn your ideas into reality within a European team
- 32-40 hrs per week

### INTERESTED?

Please send your application (CV, cover letter and salary expectation) to August Andreae via <https://join.com/companies/lexxion-publisher/5467302>. In case of questions, you can reach me via telephone +49 (30) 81 45 06 – 26.

August Andreae

Business Development, Lexxion Verlagsgesellschaft mbH, Güntzelstraße 63, 10717 Berlin