

Scholz & Friends is the internationally most successful German agency group and is represented in Switzerland via its office in Zurich. As a full-service agency it creates orchestrated communication solutions for both national and international clients.

For our client UBS Business Solutions AG, to start at the next available opportunity, we are currently looking for a:

Project Manager (f/m/d) 100%, Events and Hospitality, Brand Activation, Sponsorship and Events International

Your role

We are seeking a dynamic and experienced project manager Events and Hospitality for our team of event managers, organizing, and executing premium events for our client UBS Business Solutions AG in our international sponsorship team. The ideal candidate will have a proven track record in event management for high-net-worth individuals ((U)HNWIs) and/or institutional clients, with exceptional project management and strategic thinking skills. This role demands outstanding stakeholder management capabilities and a deep understanding of the luxury and premium events landscape.

Key responsibilities:

- Plan and execute premium client events across various sponsorship platforms, including Art Basel, Formula One, Cycling, Tennis, in collaboration with the contract owners for these platforms
- Conceive and optimize the event ticketing processes, working with business stakeholders
- Ensure events align with the bank's brand values and strategic objectives
- Maintain the highest standards of event execution, from initial concept to post-event follow-up
- Lead on event production and build for client hospitality including lounges
- Identify and leverage opportunities to enhance the bank's brand presence and client relationships through innovative event concepts
- Build and maintain strong relationships with internal and external stakeholders, including senior management, clients, sponsors, and partners
- Effectively communicate event plans, progress, and outcomes to key stakeholders
- Negotiate and manage contracts with vendors and service providers to ensure optimal value and service
- Develop and manage event budgets, ensuring cost efficiency and alignment with financial targets
- Monitor and report on financial performance, providing regular updates to senior management
- Ensure all events comply with relevant regulations, policies, and procedures
- Identify and mitigate potential risks associated with event planning and execution

Your team

You will be working in Brand Activation, Sponsorship and Events International in Zurich, London, or New York. We provide an agile and diverse work environment with teams across the globe. As a project manager for Events and Hospitality in BASE International you will have the opportunity to be part of a dynamic and creative team in a prestigious financial institution, engage with high-profile clients and deliver exclusive, world-class events and play an important role activating our sponsorship platforms for clients.

Your expertise

- Bachelor's or master's degree degree in Event Management, Hospitality, Business Administration, or a related field and background or strong personal interest in art and/or sport topics
- Minimum of 5 years of experience in event management
- Proven experience managing premium events for (U)HNWIs and/or institutional clients, preferably within the financial services industry
- Exceptional interpersonal and communication skills, with the ability to build and maintain relationships with partners, and internal stakeholders
- Comprehensive understanding of the luxury and premium events market
- Exceptional organizational skills and attention to detail
- Ability to travel as required for event planning and execution
- Driven and committed team player who likes to work in a team, takes ownership and responsibility
- Comfortable interacting and collaborating with colleagues at all levels including senior management
- Fluent in English, any other language skills are a plus

Are you an upbeat person used to working independently within a team? Do you bring a high degree of social competence and dedication to the table? Are you flexible, able to work under pressure and communicative? Then we look forward to meeting you!

Please submit your application directly via jobs.ch.

For administrative reasons we will only be considering applications submitted directly via the portal jobs.ch. Thank you.

Scholz & Friends Schweiz AG
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Scholz & Friends Schweiz

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