**Company: EASN-TIS**

We are seeking motivated and collaborative individuals to support the events management team of our company.

RESPONSIBILITIES

* Events planning and execution (communication campaigns, liaise with participants, handling registrations/submissions, event’s program/agenda development etc.)
* Form messages for newsletters, press releases, short articles, and other texts (in English).
* Administration of social media.

REQUIREMENTS

* Previous experience on events management.
* High-level proficiency in English
* Excellent IT user skills (MS Office and other web-based tools including social media platforms)
* Great communicative (both oral and writing) skills in English
* Graphic design skills will be considered as a plus

Please send your CV and cover letter (max. 1 page) to [recruitment@easn-tis.com](mailto:recruitment@easn-tis.com) by the 30th of April 2023. Please consider that only the selected CVs will be notified for further process and interview.