

Inbank is a financial institution whose roots go back to 2010 and which offers credit and deposit products on seven European markets. But our ambitions go even further. We are building a new kind of bank with the cornerstone of our strategy being masterful financial technology and geographic expansion. We are looking for talented people to join our fun-loving and agile team and contribute to the Estonian banking sector's success story here and elsewhere in Europe.

# We are looking for a Event and Travel Coordinator

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## Job brief:

We are looking for an experienced Event and Travel Coordinator to organize excellent events. You will be responsible for every aspect of an event, from choosing venues to evaluating success afterwards. An event coordinator must be well-organized and competent in travel and event management. Communication skills and attention to detail will set apart the best among the candidates. Add a shot of enthusiasm and passion for the job and you'll be our ideal candidate.

## Responsibilities:

- Plan Inbank events (company events, training events, team events etc) throughout the calendar year
- Plan and book travels within Inbank affiliates
- Plan events from start to finish according to requirements, target audience and objectives
- Research and negotiate with vendors (event agencies, catering, training facilities provider, travel agencies etc.) and choose the best combination of quality and cost
- Come up with suggestions to enhance the event's success
- Oversee event happenings and act quickly to resolve problems
- Analyze the event's success

## Requirements:

- Proven experience as event and travel coordinator
- Skilled in project management
- Outstanding communication and negotiation ability
- Excellent organizational skills
- Excellent vendor management skills
- A knack for problem-solving
- A team player with leadership skills
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Good verbal and written English language skills
- Previous experience in an international company

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