



sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out programmes and projects of international cooperation in close collaboration with the German private sector. sequa offers know-how and long-term experience in capacity development for chambers and associations (BMOs), vocational education and training, private sector development, and trade promotion. The organisation is based in Bonn, Germany. sequa employs more than 100 persons (2023) and reported a turnover of EUR 60 m in 2023.

As of 15.10.2024, we are looking for a

Junior Short-Term Expert(s) in event management (m/f/d)

Location:	Home office, project office in Berlin or Bonn and on-site at trade fairs in Europe
Assignment Period:	10/2024 – 12/2025 (we intend to conclude a frame-contract with a budget of days)
Project:	Import Promotion Desk

The Project

Together with the German Wholesale, Foreign Trade and Services Association (BGA) and other partners, we are implementing the "Import Promotion Desk (IPD)" project. The project gives small and medium-sized enterprises from the partner countries access to the European market and supports them in establishing trade relations.

The aim is to integrate the partner countries into global trade and thus make a contribution to sustainable economic development in these countries. The IPD is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). The IPD is part of the "Partners in Transformation - Business & Development Network", in which BMZ's activities for economic actors are organised.

Your Tasks

- Support IPD Expert Sourcing + Markets (ESM) and IPD Coordinator Events + Controlling (EVC) with the organisation and implementation of trade fair participation and other project event activities (e.g. international trade fairs such as the Biofach, Fruit Attraction, ISM, ITB, Incosmetics, study tours, buying missions, etc.)
- Participants management: Support the ESM and EVC with the management of event (trade fair/b2b activity) participants, especially communication with the participants and follow up on their progress regarding the payment of the participation fee, submission of material for the brochure as well as other marketing material
- Administrative and organizational support: Support the Expert Sourcing + Markets and EVC in charge with the onsite organization of the event, including arranging travel logistics, organization of the stand, etc.
- IPD Pre-Fair Workshop: Support the IPD team in conducting the Pre Fair Workshop taking place one day before the opening of the respective trade fair (participants management and registration, support in stand set up, etc)
- Stand Management: Support IPD staff in stand management, management of participants and general administrative tasks

- IPD Contact Sheet Management: Provide support with monitoring the activity (documentation of contacts made by exporters in contact sheet template) and processing of data as required by IPD Data + Processes + Monitoring team
- Miscellaneous project administration tasks related to events

Your Profile

- First experience in event management
- Strong organisational skills and a structured independent work ethic
- Excellent command of written and spoken English, French and/or Spanish in addition is an asset
- Willingness to work as part of a team with various stakeholders and partners under complex conditions
- Capability and flexibility to use various tools (e.g. CRM, MS Teams, Zoom, OneDrive, GetFeedback) and willingness to apply the respective associated usage guidelines
- Contract constellation as a self-employed consultant
- Expert must provide work equipment himself (mobile phone + laptop)

Our offer

We offer you the opportunity to work in an extremely committed team in an international environment and a responsible area of responsibility with short decision-making processes.

The contract offered is as a self-employed consultant with reimbursement of travelling expenses plus daily allowances.

Please send us a cover letter, your CV, your suggested daily rate, and relevant resumes. Subject to comparable qualifications, handicapped persons will be preferred. Please send your application by no later than October 6, 2024 to Lisa Büscher: buescher@importpromotiondesk.de