

EDF CHINA
Job Description (2018)

Department	Communication Department	Work Place	Beijing	
Job Title	Event manager	Report To	Communication Director	
Job Level	-	Contract type	CDD	CDI
Job holder		Filling Date	July 2018	

Main mission

The Event manager belongs to the Communication Department of EDF China. She/he plans and pilots the organization of EDF China events, manages the relationship with suppliers of the Communication department and leads the Newsletters making process. As member of the Communication team, she/he is involved in the EDF China Communication plan roll-out.

Event manager responsibilities include:

- Pilot the preparation of external and internal events (logistics and contents): exhibitions, seminars, annual meeting, internal conference, etc.
- Manage suppliers relationship and accounting process (invoicing and payment) for the Communication department
- Lead EDF China newsletters editing process: content coordination, writing, proofreading and editing, design and layout.

Ideal candidate profile

Requirements:	
Basic requirements: (Education/Qualification/L anguage/Computer etc.)	<p>Education</p> <ul style="list-style-type: none"> • Master degree in communication or marketing / graduated from a business school. <p>Key skills</p> <ul style="list-style-type: none"> • Excellent communication abilities (written, oral, visual, digital) • Language skills are critical: <ul style="list-style-type: none"> ✓ Fluent in French (written and spoken) ✓ Good command of Chinese and English (spoken) • Proficient in computing (Microsoft Office pack) including basic design ability (PPT, Publisher and/or InDesign)
Professional experience	<ul style="list-style-type: none"> • Experience in Communication/ Marketing field in China
Capabilities required	<ul style="list-style-type: none"> • Commercial negotiations skills • Ability to work effectively with multiple individuals and manage several projects at once • Show initiative and responsibility • Strong attention to detail
Additional	

Work Relationship

Internal: The Event manager is in daily contact with her/his direct hierarchy and works closely with the other colleagues of the Communication Department.

She/he is also in regular contact with:

- Departments' directors to gather information about their activities for the different newsletters, reports and communication tools.

External:

- Regular contacts with communication agency and service providers for the organization of events (seminars, exhibitions, etc.)

Other information about the job:	
Dept. Director:	EDF China Chairman:
Mathieu Baratier	Fabrice Fourcade