

Event Manager – Bilingual English

YellowScan designs, develops and manufactures UAV and mobile LiDAR solutions for 3D mapping professional applications. Our customers use these solutions in the fields of surveying, civil engineering, mining, forestry, environmental research, linear infrastructure monitoring (railways, roads, powerlines...).

Join an enthusiastic team of 40+ people in a high-tech company with strong international growth. Team spirit, commitment and self-management are the driving forces behind YellowScan.

To support its growth in a global market, YellowScan is actively seeking its future Event Manager - bilingual English. Within the Marketing-Communication team (3 people), our new "team player" will take charge of all events online and physical worldwide.

Your tasks

As Global Events Manager, your tasks will cover several verticals:

Event planning

- Apply strategic marketing objectives to event execution.
- Develop ideas for creative event branding, collateral and other on-site materials that enhance the attendees' experience and event awareness on social media.
- Build strong relationships with local vendors and agencies
- Lead the execution and organization of all the logistics of onsite and offsite events, ensuring that all components are aligned with the brand image and identity
- Conduct regular conference calls and meetings with prepared documents/presentations, manage and communicate project status with internal manager, internal team, and external partners.
- Manage all budgets and invoicing associated with events, from budget forecast to accounting follow-up.

- Organize and manage ticket allocation and event accommodation for internal teams.
- Define, create, and share events and experiential guidelines with countries, to support consistency and impact of events.

Event communication

- Define the event communication strategy to ensure brand awareness, reach and visibility of our brands, at shows but also outside the shows.
- Partner with the PR team and Content team to ensure that all events are captured as media resources and media is prioritized at all events (i.e. supply material for event press releases, briefings, press images, etc.)

Reporting

- Provide timely event recaps containing both pre-event summaries, and post-event wrap up reports and feedback, partnering with internal departments to determine both attendees' satisfaction and event ROI.
- Evaluate event successes and areas for improvement.

Profile

- You really are a professional event organizer. Successful experience of at least 3 years in the organization of event (also virtual event)
- You have excellent written and spoken English skills and you speak French. Any other language would be appreciated.
- You are **organized** and are able to manage priorities.
- You hold a **master's degree** with a specialization in marketing, communication or equivalent.



What we offer?

- A company culture focused on efficiency, direct and human relations; opportunities to propose ideas and ensure their implementation.
- A secure atmosphere: our company is open to all profiles.
- Team spirit.

Regular travel (USA and Europe) is required for this position.

Position to be filled as soon as possible on a long-term contract - France, Saint Clément de Rivière, near Montpellier in the South of France.

Please send your resume and cover letter in English to gaelle.dhauteville@yellowscan-lidar.com