

Job Title: Event Coordinator

Location: Peshawar

Job Type: Full-time

About DYNIMAX Intermedia Ltd:

DYNIMAX Intermedia is a premier multimedia and IT company based in Peshawar and London, known for its innovative approach and commitment to quality in video production, animation, and digital marketing.

Job Overview:

We are seeking a proactive Event Coordinator to assist in the planning and execution of events. The Event Coordinator will help ensure that all details are managed efficiently and effectively to deliver a successful experience for clients.

Key Responsibilities:

- Assist in planning and organizing events, including logistics and venue selection.
- Coordinate with vendors and suppliers to secure necessary services.
- Manage event registration and guest lists.
- Support on-site event operations and ensure all details are executed as planned.
- Assist with budget tracking and reporting.

Qualifications:

- Bachelor's degree in event management, hospitality, or a related field.
- Minimum 2 years of experience in event coordination or related roles.
- Strong organizational skills and attention to detail.
- Excellent communication and teamwork abilities.
- Ability to work in a fast-paced environment.

Why Work at DYNIMAX?

- Competitive salary packages.
- Opportunities for growth and advancement.
- Dynamic and creative work environment.
- Chance to collaborate with international clients.
- Pension.

How to Apply:

Send your resume and cover letter to hr@dynamax.com with the position title in the subject line.

Shortlisting and interviews will be conducted on a revolving basis. CVs will be kept in a databank for future opportunities.