

Job Title: Event Planner

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 looking for a detail-oriented Event Planner to design and implement successful events. The Event Planner will work closely with clients to bring their visions to life and ensure all aspects of the event are executed seamlessly.

Key Responsibilities:

- Develop event concepts, themes, and timelines based on client objectives.
- Source and negotiate contracts with vendors and venues.
- Coordinate logistics, including catering, transportation, and equipment rental.
- Manage on-site event operations and troubleshoot any issues that arise.
- Ensure adherence to budgets and timelines throughout the planning process.

Qualifications:

- Bachelor's degree in event management, hospitality, or a related field.
- Minimum 2 years of experience in event planning or related roles.
- Strong project management and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work under pressure and manage multiple projects.

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.