

Job Title: Venue Assistant

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 dedicated Venue Assistant to support the logistics and management of event venues. The Venue Assistant will work closely with the event team to ensure that all venue-related tasks are completed efficiently.

Key Responsibilities:

- Assist in setting up and breaking down event spaces.
- Coordinate with venue staff to ensure smooth operations during events.
- Manage inventory and supplies for events held at the venue.
- Provide on-site support during events to address any venue-related issues.
- Ensure compliance with safety regulations and venue policies.

Qualifications:

- Bachelor's degree in hospitality, event management, or a related field.
- Minimum 2 years of experience in venue management or related roles.
- Strong organizational skills and ability to multitask.
- Excellent communication and interpersonal skills.
- Ability to work flexible hours, including evenings and weekends.

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@dynimax.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.