

		<p>TALENIS PLUS CONSEILS BENIN</p> <p>Filiale de TALENIS PLUS AFRIQUE <i>Label de G.R.H. en Afrique</i></p>	<p>Solutions RH et SIRH</p> <p>TALENIS PLUS CONSEILS BENIN TALENIS PLUS E.T.T. BENIN TALENIS PLUS CONSEILS MALI TALENIS PLUS CONSEILS CÔTE D'IVOIRE TALENIS PLUS E.T.T. TOGO</p>
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TALENIS PLUS CONSEILS Benin firm is recruiting on behalf of a Communication Company:

ONE (o1) EVENTS AND SPONSORSHIPS COORDINATOR (H/F) (Ref.: TPC-0524R05ESC)

Missions and Responsibilities:

- Receive all sponsorship proposals and analyze them based on brand orientation and key product offerings.
- Ensure that the scope and operational requirements of each launch and event are confirmed.
- Execute all elements of the product launch process, including value proposition and execution of marketing plans.
- Support operational stakeholders (S&D/Trade Marketing/UER/MFS) in conducting detailed plans, as necessary.
- Ensure that the standard checklist for product launches and events includes all key deliverables agreed upon by cross-functional partners, managing multiple launches simultaneously.
- Prepare and implement transparent event project management using agreed-upon scope and standards (scorecard).
- Coordinate all brand material purchases for the event in line with procurement recommendations.
- Efficiently manage and control on-site setup, delivery, and dismantling of all events.
- Schedule future launch events, communicate with other business units (UER/S&D/MFS) for effective brand synergy.
- Coordinate regular launch team meetings, publish notes and action items to team members.
- Implement transparent event project management using agreed-upon scope and standards (scorecard).
- Coordinate all brand material purchases for the event in line with procurement recommendations.
- Efficiently manage and control on-site setup, delivery, and dismantling of all events.
- Regularly monitor event and sponsorship-related expenses according to agreed scope.
- Track event/sponsor performance metrics as per agreed-upon dashboard.
- Monitor approvals of contracts and purchase orders.

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Profile:

- Hold a Bachelor's degree in communication/marketing/event management or equivalent diploma.
- Have at least one (01) year of proven experience in the position or a similar position.
- Possess excellent analytical and negotiation skills.
- Have good knowledge of office software (Powerpoint, Excel, Word etc.).
- Be dynamic and have good interpersonal skills.
- Be able to work in the field in the country.
- Be rigorous, autonomous, and have a sense of anticipation.
- Be organized and have a sense of responsibility.

Is this profile yours?

Send your application by email, specifying the job title: **ONE (01) EVENTS AND SPONSORSHIP COORDINATOR (M/F) (REF: TPC-0524R05CEC)** to the following address: recrutement@talentsplusafrique.com.

An acknowledgment of receipt will be sent to you upon receipt of the application, however, if you do not receive said acknowledgment, please resend the email.

DOCUMENTS REQUIRED

- A cover letter addressed to the General Manager of TALENIS PLUS CONSEILS specifying the position and its reference (include your availability and salary expectations);
- A detailed CV ;
- Copies of obtained diplomas;
- Copies of work certificates/attestations.

(Any application not meeting this requirement will be purely and simply rejected).

NB. :

- *By submitting your application, you also give us your consent for the collection, storage, processing of your personal data.*
- *You can exercise your right to object at any stage of the process.*

Deadline: May 27, 2024

For more information: 00 229 95 10 91 51/www.talentsplusafrique.com