



An alternative career in finance

Senior Employee Events Executive

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment in the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroupp.eu/careers, email careers@aztecgroupp.eu or call us on +352 246 160 6140.

The Bright Alternative

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Aztec Group is an
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AZTEC
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Job Description

Senior Employee Events Executive

Reports to our Group Events Manager

Creating memorable events at Aztec to engage and inspire our employees is a key part of our people-centric culture. From inspirational leadership and managers days, to our epic celebratory summer parties (check out 2019's [here](#)), our Employee Engagement team support the business in retaining and attracting the very best people through a series of initiatives and events.

To help us deliver this exciting programme of events we're looking for a super-organised Senior Employee Events Executive to join our team. It's an exciting opportunity and if you have a passion for events – it's one not to be missed.

What you'll be doing

Creating memorable events - from having that initial 'light-bulb' moment, right through to the meticulous planning, execution and evaluation; you'll help deliver our calendar of employee events across Aztec that engage and inspire our employees.

Supporting Luxembourg's events - you'll be our go-to events expert in Luxembourg, providing hands-on support to the increasing number of events taking place in the Grand Duchy.

Planning, planning, planning - from researching venues, to registration management, on-site logistics and post-event evaluation, you'll be planning every aspect of our events.

What you'll need

A proven background in delivering events. We'd say at least a few years in the industry, ideally supported by a relevant qualification. If you don't have that, there's no need to apply.

Incredible organisation skills. We're known for attention to detail and when you're delivering events of our size, that isn't luck, but down to a few very organised minds. We love Excel-gurus and people with project management experience too.

Brilliant communication skills. From crafting our event communications to engaging with key stakeholders across our business, you'll need to be great with people.

A few languages up your sleeve. Fluent in English and French is a must; German's a nice to have. After that, the more the merrier.

Creativity's an absolute must. Dull is not an option.

What you'll get in return

You'll get a competitive package, plenty of training and personal development plus the opportunity to deliver events for some really great employees. But if you really have a passion for events then what sets us apart is the trust and freedom we're given to bring our ideas to life; the ability to create truly memorable events that matter.

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